

LOGAN COUNTY FAIRGROUNDS FACILITY RENTAL FORM

Logan County Commissioners, 315 Main Street, Sterling, CO 80751 (970) 522-0888 Ext. 221

Date(s) of Event:	
Event Name:	
Name: _____	Set Up Time: _____ a.m. p.m.
Address: _____	Event Starts: _____ a.m. p.m.
Phone: _____	Event Finish: _____ a.m. p.m.
e-mail: _____	

Check box for facilities requested: <i>(Fee is per day)</i>	Resident Adult	Non-Resident Adult	Resident Commercial ³	Non-Resident Commercial ³	_____ days = _____
<input type="checkbox"/> Stadium¹	\$250	\$300	\$600	\$850	_____ days = _____
<input type="checkbox"/> Under Grandstands - North or South end	\$250	\$300	\$400	\$500	_____ days = _____
<input type="checkbox"/> Main Arena	\$ 50	\$100	\$150	\$250	_____ days = _____
<input type="checkbox"/> North Arena	\$ 50	\$ 50	\$100	\$200	_____ days = _____
<input type="checkbox"/> Chutes - Roping/Bucking	\$ 20	\$ 20	\$ 50	\$ 75	_____ days = _____
<input type="checkbox"/> Arena Livestock Pens	\$ 10	\$ 10	\$ 10	\$ 10	_____ days = _____
<input type="checkbox"/> Exhibit Center Facility²	\$300	\$350	\$450	\$550	_____ days = _____
<input type="checkbox"/> Exhibit Center Arena	\$150	\$200	\$300	\$375	_____ days = _____
<input type="checkbox"/> Rodeo Arena Pavilion	\$150	\$150	\$200	\$300	_____ days = _____
<input type="checkbox"/> Bingo Pavilion	\$100	\$100	\$200	\$300	_____ days = _____
<input type="checkbox"/> South Pavilion	\$150	\$150	\$200	\$300	_____ days = _____
<input type="checkbox"/> Cattle Pavilion	\$ 75	\$ 75	\$125	\$160	_____ days = _____
<input type="checkbox"/> Parking Area - paved	\$ 75	\$ 75	\$125	\$160	_____ days = _____
<input type="checkbox"/> Camper Parking - North or South	\$ 15	\$ 15	\$ 15	\$ 15	_____ days = _____
<input type="checkbox"/> Horse Stalls⁵ - Renter Cleans Stalls	\$ 15/horse	Number of stalls requested _____ x \$15 = _____		_____ days = _____	

Total Rental Fees **Total Due** \$ _____

Reservation Fee⁴

	\$ 50	\$ 50	\$ 100	\$500	- \$ _____
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(Non-refundable - applies to total due)

Remaining amount due **Remaining amount due 30 days prior to event** = \$ _____

Cleaning/Damage Deposit

	\$500	\$750	\$750	\$1,000	\$ _____
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Due 30 days prior to use (please use a separate check)

Comments or Special Instructions: *(If tables, chairs, etc. are requested, please fill out equipment request form. There are additional fees for use of these items.)*

<p>Commissioner Approval:</p> <p>_____ Commissioner Date</p> <p>_____ Commissioner Date</p> <p>_____ Commissioner Date</p>	<p>¹Grandstand, arena, chutes. ²Includes packing of arena floor, meeting room. ³The Board of County Commissioners reserves the right not to lease any portion or all of the fairgrounds to any organization which it deems, in its sole discretion, to be in direct and adverse competition to Logan County merchants or is otherwise detrimental to Logan County citizens. ⁴Due at time of scheduling, non-refundable, applies to rental fee. ⁵If available. College has precedence during school year. May use north arena in place of stalls, same fee per horse applies.</p>
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Buildings and Grounds Supervisor Approval **Date**

1. Use of all facilities shall be scheduled through the appropriate office of Logan County. A **non-refundable** reservation fee per event must be paid when each event is scheduled. Reservations are not confirmed until a completed contract is approved and the reservation fee is received. The reservation fee will apply to rental fee owed. Remainder of fees and cleaning/damage deposit must be submitted to the office no less than 30 days prior to the date scheduled. Failure to pay fees 30 days prior to event may result in cancellation of facility use. Access to the facilities at any time other than stated on this form is not allowed unless prior approval is received from Logan County. **Chance Wright - 520-9919; Aryln Gibbs - 520-9920; Brad Whitman - 520-9914; Spencer Bodaness 580-3413; Jamie Brown 580-6380; Gary Stone 520-3975**
2. Absolutely no drilling of holes or stakes in the arenas will be allowed without the direct supervision of fairgrounds personnel. Stakes are not allowed to be used on the asphalt parking areas.
3. Scheduling of activities shall be made in the name of one individual who must, as a condition of use: accept responsibility for the program; assure that the facilities are used for the purpose for which they are scheduled; reimburse the County for damage to property or facilities including excessive clean-up cost that may occur in connection with the event; assure payment, in full, of all charges for space and equipment requested; and ensure that all promotion and advertising of events involving the use of facilities shall identify the individual or group sponsor of the event.
4. In case of cancellation, fees will be refunded less the reservation fee, if notice of cancellation is received 30 days prior to scheduled use. If your event is canceled due to inclement weather, you will be allowed to reschedule with no additional fees due. If your event needs to be re-scheduled for any other reason, you must pay an additional reservation fee.
5. **Subleasing or charging additional fees to use the fairgrounds will not be permitted.**
6. A cleaning/damage deposit is required of every user. The deposit may be refunded **within 30** days after your event, dependent upon satisfactory restoration of the facilities, furniture and fixtures to their condition before your use. All tables and chairs used must be accounted for. Tables and chairs may not be loaned out or removed from the premises for any purpose. **Please do not allow your guests or others to sit on tables!** The Board of County Commissioners reserves the right to withhold any part of the cleaning/damage deposit.
7. If you require additional days for setup, you will be charged the standard rental rate for each additional day required. Commercial users: If special setup/tear-down is required, standard facility use fees will be charged per day.
8. **Dances shall end at 12:00 midnight, no exceptions.**
9. **Alcohol is not allowed on the Fairgrounds at any time other than licensed events or private, invitation only events.** Private, invitation only, events may serve alcohol in strictly controlled areas. Alcoholic beverage consumption is restricted to underneath the grandstand or inside the Exhibit Center building at all times. Do not allow guests to take drinks into the restrooms or outside the controlled area. Responsible adults must serve the alcohol and must be aware of the liability of serving alcohol to your guests. All beverages must be served in cans or disposable cups only. Absolutely no glass bottles will be allowed. You are required to hire the Sheriff's Posse for crowd control at your expense. (If the Sheriff's Posse is not retained when required, the county reserves the right to cancel your function on the spot and/or keep your cleaning/damage deposit.) **Call Matt Martin at 970-571-3075.**
10. You must apply for a special events liquor license to sell alcohol at a public event. You cannot sell tickets to an event and "give away" alcohol. Colorado law restricts who is eligible to apply for a license.
11. Campfires are prohibited on the fairgrounds.
12. **Liability insurance is required for all events serving alcoholic beverages and certain "high risk" activities including but not limited to rodeos, tractor pulls, carnivals, circuses.** You may be able to obtain a rider on your homeowners' policy or a policy may be obtained (at your cost) through this website: <https://tulip.intactspecialty.com/e/tulip/apply.aspx> (Apply Code 4994-010.) **An insurance certificate, showing Logan County as an additional insured must be provided to the County no later than 30 days prior to the event.**
13. Under Colorado Law, an equine professional is not liable for an injury to or the death of a participant in equine activities resulting from the inherent risks of equine activities, pursuant to Section 13-21-119, Colo. Revised Statutes.
14. Logan County assumes no responsibility for lost or stolen items. You are responsible for crowd control, personal safety, and building security for your event.
15. **Falsified or misleading** information on this form may be cause for cancellation of this contract and forfeiture of cleaning/damage deposit and/or fees paid and may result in loss of future usage of the facility.
16. Determination of the fees for use of the facilities shall be made by the Logan County Board of Commissioners in accordance with the fee schedule established and shall be agreed to by the authorized agent of the group at the time the reservation is confirmed.
17. Unique events may require additional fees/charges and/or stipulations in addition to those shown. The Board of County Commissioners reserves the right to modify any of the above conditions on a case-by-case basis.
18. RV parking is permitted with authorized use of fairgrounds facilities for events or for overnight parking for travelers passing through with livestock trailers containing living quarters. Additional fees apply for each RV space used. Electricity and water hookups are provided with each space. No sewer hookups, or other amenities, are provided. All terms and conditions of the Fairgrounds Facility Use Agreement apply to the rental of RV spaces.
19. The Board of County Commissioners reserves the right not to lease any portion or all of the fairgrounds to any person or organization which it deems, in its sole discretion, to be in direct and adverse competition to Logan County merchants or is otherwise detrimental to Logan County citizens.
20. **COVID 19 PROTOCOLS: Practice Social Distancing recommendations, hand washing and hand sanitizer guidelines. High touch areas in restrooms must be disinfected at 1-2 hour intervals with disinfectant materials provided by the County. Current protocols may be lifted or become more strict based on the Governor's standards on the day of the event. See www.covid19.colorado.gov/cleaning-guidance for more information.**

I have read and agree to abide by the above rules and conditions for use of the Logan County Fairgrounds.

Signed _____

Date _____

CAPACITY RESTRICTIONS AT EACH LEVEL

LOCATION	MAX CAPACITY	PROTECT OUR NEIGHBORS: CAREFUL	SAFER LEVEL 1: CAUTIOUS	SAFER LEVEL 2: CONCERN	SAFER LEVEL 3: HIGH RISK	STAY AT HOME: SEVERE
		50% Capacity	50% Capacity	50% Capacity	50% Capacity	
Old Courthouse Meeting Room	125	75	60	50	25	Closed
Human Service Colorado Room	50	40	30	25	15	Closed
DeSoto Bldg	150	100	75	50	25	Closed
Fairgrounds Indoor Arena Floor	750	375	250	175	75	Closed
Fairgrounds Indoor Arena Seating	600	300	250	175	75	Closed
Fairgrounds Grandstands	4400	500	250	175	75	Closed
Fairgrounds Under Grandstands	500	250	250	175	75	Closed
Heritage Center	50			Closed	Closed	Closed
		Max Capacity Indoor 500 Max Capacity Outdoor 500	Max Capacity Indoor 175 Max Capacity Outdoor 250	Max Capacity Indoor 100 Max Capacity Outdoor 175	Max Capacity Indoor 25 Max Capacity Outdoor 75	Closed