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[www.canyoncountyfair.org](http://www.canyoncountyfair.org)

# 2012 *Renters Handbook*

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## Staff

### Fair Administrator

Rosalie Cope ..... Cell: (208) 250-8810

### Bookkeeper/Exhibits Supervisor

Kim Wendelsdorf

### Event Coordinator

Ellen Tingstrom .... Cell: (208) 989-9499

### Grounds Keeper

Gary Milburn .....(208) 880-2369

### Contracted Concessionaire

Ellen Tingstrom .....(208) 455-8500

## Table of Contents

|                                   |   |
|-----------------------------------|---|
| <b>Contract Information</b> ..... | 1 |
| Policy Changes.....               | 1 |
| Condition of Premises.....        | 1 |
| Rental Agreement .....            | 1 |
| Damage & Cleanup Deposit .....    | 1 |
| Annual Bookings .....             | 2 |
| Contract Modifications.....       | 2 |
| <b>Basic Facilities</b>           |   |
| Set-Up and Tear-Down .....        | 2 |
| Event Hours .....                 | 2 |
| Set-Up Hours .....                | 2 |
| Move-Out Hour.....                | 3 |
| Event Work Sheet .....            | 3 |
| Cleaning & Custodial.....         | 3 |
| Dumpster Use.....                 | 3 |
| Sublease .....                    | 3 |
| Equipment Usage .....             | 3 |
| Signs & Banners .....             | 4 |
| Advertising.....                  | 4 |
| Food and Beverage Service .....   | 4 |
| Alcohol.....                      | 5 |
| Camping .....                     | 5 |
| Smoking .....                     | 5 |
| Animals .....                     | 5 |
| Games of Chance .....             | 5 |

## Contractual Rights and Duties Disclaimer

*The rules and regulations in this handbook are incorporated and made part of the Facility Use Contract. This handbook contains the general policies and procedures adopted by the Canyon County Fair Board, hereinafter referred to as "Board", governing interim events presented on Canyon County Fair Grounds by Renters. Renters include any organization or person. Interim Events include any commercial enterprises, displays, entertainment or recreational activities which are not held during the Canyon County Fair. Renters must refer to the duly executed Facility Use Contract to determine the specific contractual rights and responsibilities of each of the parties. Renter: when you hold an event at the Canyon County Fair Grounds, it is your responsibility to be familiar with the rules and regulations outlined in this handbook.*

## Alcohol

**Neither Renters nor the public are allowed to bring alcohol on the premises.** Canyon County Fairgrounds must approve any exceptions to the above provisions in writing.

## Camping

Overnight camping or parking is not permitted on any portion of the Canyon County Fairgrounds.

### Lodging is available at;

- La Quinta Inn - 454-2222
- Ambassador RV Resort- 454-8584
- Shilo Inns – 465-3520
- Best Western – 454-7225
- Travelodge - 455-3550
- Shilo Inns – 466-8993
- O’Connor Field House – 455-3004, call Mark Davis for pricing and information.

## Smoking

Idaho Code \*39-5501, et. Seq., prohibits smoking inside all Canyon County Fairground buildings. Smoking is absolutely prohibited inside any buildings. There are ashtrays, located conveniently on the out side of the building where Renters and the public are allowed to smoke.

## Animals

Pets will not be permitted on the grounds during any scheduled event, with the exception of disability-related service dogs and/or pets entered in the dog shows. Permitted animals must be leashed and /or controlled.

## Games of Chance

Forms of gambling and games of chance during any and all events on the Canyon County Fair Grounds are prohibited unless such games are specifically permitted under Idaho law and Renter has obtained advance approval from the County.

Raffles may not be conducted by Renter, unless Renter is qualified as a charitable organization and has obtained a license from the Idaho State Lottery Commission in accordance with Idaho law, and has filed a copy of the license with the Canyon County Fair Grounds management fourteen (14) days prior to the event. A Charitable non-profit organization conducting a raffle shall not be required to obtain a license if the gross annual raffle sales are less than ten thousand dollars (\$10,000) and/or if the maximum aggregate value of merchandise does not exceed one thousand dollars (\$1,000).

## Annual Bookings

If your event wishes to book the same date for a subsequent year, you must notify Canyon County Fair Grounds of your intention to book that date within 30 calendar days following the event.

## Contract Modifications

Any amendments, additions or deletions made to the Facility Use Contract, Including the Event Worksheet, must be executed, in writing, by both the Renter and

# Basic Facilities

## Set-Up and Tear Down

The rental of Canyon County Fair Ground facilities provides only the basic building/ and or facility. It includes:

- Indoor arena, lights, PA system and concessions
- Stalls, show office and heaters for building are available at an additional charge, (*For more information on these charges, please see the Event Worksheet*).

## Event Hours

The hours for the contracted facilities on paid Event days are between 8 a.m. and 10 p.m. for most events. Overtime charges may apply to events requesting hours above and beyond designated hours.

the Board, prior to any scheduled event, unless any such amendment, addition or deletion is a result of the adoption or implementation of a Board policy, rule or regulation.

## Set-Up Hours

Non-event days (*set-up*) must be pre-arranged by the renter through Canyon County Fair Grounds and are subject to a fee.

Renters are required to set-up and tear down within the dates and times specified on the Event Worksheet completed by the renter. Renter shall pay an additional amount for each additional hour over specified times renter requested. Any damage, rental or other costs incurred is the responsibility of the renter. Canyon County Fair Grounds reserves the right to adjust setup times as necessary. We ask for your cooperation in keeping the lights off during set up or use to a minimum. If heat is requested it will not be turned on until all doors are closed.

## Move-Out Hours

Non-event days (*tear-down*) must be pre-arranged by the renter through Canyon County Fair Grounds and are subject to a fee. Renter shall pay an additional amount equal to one full day's rental fee for each additional 24-hr period of occupancy or portion thereof.

## Event Worksheet

**The Renter must complete and return an Event Worksheet thirty (30) days prior to the event.**

The Event Worksheet will be mailed to you with your contract. Please fill in all portions of the worksheet as accurately as possible.

- State the dates and times necessary for setup for your event, as well as the hours of the event.
- State other items such as arena groomer, stalls, heater's and show office.
- State the times you will need the concession stand open.

## Cleaning and Custodial Services

Canyon County Fair Grounds will be cleaned prior to the occupancy of the renter. Canyon County Fair Grounds will empty trash cans, and clean rest rooms after your event, but all trash must be picked up and put in the cans. If additional post-event clean up is necessary, the Renter will be charged at the rate of twenty dollars (\$20) per hour.

There is a manure bunk located on the North East side of the fair building. Please use the manure bunk when cleaning stalls or trailers.

## Dumpster Use

Canyon County Fair Grounds will be responsible for normal, once-a-week trash pickup. The Renter will be charged if any additional trash pickups are necessary, or if additional dumpsters are needed for your event, Canyon County Fair Grounds will order them from Allied Waste for you. Please include additional dumpsters on Event Worksheet.

## Sublease

Renter shall not sublease, assign or dispose of, in any manner, Canyon County Fair Grounds equipment, facilities, or materials leased by County or utilized Renter in connection with Event. Violation of this provision may result in cancellation of Event and County may pursue any other remedies available, whether legal or equitable.

## Equipment Usage

Equipment, including but not limited to tractors shall be operated by Canyon County Fair Grounds personnel only, unless Renter is authorized by Canyon County Fair Grounds personnel to operate.

Equipment may not be used off Canyon County Fair Grounds premises. Usage of equipment is not included in the Contract Amount and shall be deemed a cost and incidental charge, unless otherwise provided by mutual written agreement.

## Signs and Banners

All advertising space on the Fairgrounds is the exclusive property of the Canyon County Fair Grounds. No signs or banners will be permitted on any location of the Canyon County Fair Grounds without prior approval of Management. Signs are not to be put up with Duct Tape or any product similar to Duct Tape. Promoter will be permitted not more than two (2) signs or banners of the following type on Canyon County Fair Grounds property:

**Signs advertising** an upcoming event may be placed no more than seven (7) days prior to the event **and** cannot be placed prior to the end of any previous event.

**Signs directing** the public to the event may be placed on the day of the event only and must be removed immediately following the event.

All signs, banners and sticky residues must be removed immediately following the Event. Failure to remove signs, banners and sticky residues will result in Canyon County Fair Grounds providing such removal at a rate of twenty dollars (\$20) per hour.

## Advertising

Radio station promotional remotes and live television new broadcasts are valuable tools to your show. In order to accommodate your media, we request several items.

- Please include the radio or television station doing the remote and hours of the remote on your Event Worksheet.
- Have the radio, television news personnel or sales management contact the Canyon County Fair Grounds Event Coordinator to determine their location and required services and access needs. *(When advertising the location of your event, you must use the Canyon County Fair logo in your advertising or promotional campaigns. Please contact us to obtain the logo).*

## Food and Beverage Service

The Board maintains an exclusive food & beverage contract for the Canyon County Fair Grounds. Neither renter nor exhibitors are permitted to sell or provide any food and/or beverage. If you wish to have concessions, a two-week notice is required. *(Please see event worksheet. Canyon County Fair Grounds contracted concessionaire).* We will cater judges and volunteers meals with proper notice. Please contact Ellen at 455-8500 to make catering arrangements.

# Contract Information

## Policy Changes

The Board reserves the right to modify or to change these policies or rental rates at any time at its sole discretion. Reasonable efforts will be made to notify Renters of any such modifications or changes.

## Condition of Premises

The Renter accepts the grounds, building, and facility as they exist. The Renter is not allowed to dig, move or add any substance to the dirt or sand on Canyon County Fair property, or may be charged accordingly. Should the Renter review an area and feel that it is unsafe, the renter should report the condition immediately to the County.

## Rental Agreement

No organization or person may use any portion of Canyon County Fair Property without having first signed a Facility Use Contract. A Facility Use Contract must be signed by the Renter and by authorized representative of the Canyon County Fair Grounds, prior to the Renter beginning any activities at the Canyon County Fair Grounds. Contracts must also contain names and signatures of those authorized by the renter, to sign for other incidentals, which will be charged to the Renter. The Facility Use Contract will contain a description of the Renter's event, and all of the details, which

are involved with it.

## Damage & Clean-up Deposit

Renter shall provide a two hundred and fifty dollar (\$250.00) up to five hundred dollar (\$500.00) damage deposit depending on type of event to guarantee against incidental costs and charges such as facility or equipment loss or damage and cleanup. This deposit shall be due upon signing contract. Renter shall be responsible for, and shall pay to Canyon County Fair Grounds, the full cost of repairs for damage to the facility or equipment caused by Renter, it's employees, contractors or agents during the Event, the setup, or the tear down. Renter shall pay Canyon County Fair Grounds for any loss of use during repairs. The provisions of this paragraph do not apply to damages resulting from reasonable wear and tear caused by normal and authorized use. The damage and cleanup deposit, or portion thereof, will be refunded to Renter after Canyon County Fair Grounds has made necessary deductions. Canyon County Fair Grounds, by accepting deposit, does not waive its rights to collect additional sums from Renter for damage or cleanup costs exceeding two hundred and fifty dollars (\$250.00) up to five hundred dollars (\$500.00).