

# RENTER'S

## HANDBOOK

# CANYON

— COUNTY —

# FAIR

## FIND YOUR FUN

<sup>TM</sup>

111 S. 22ND AVENUE, CALDWELL, ID 83605

[CANYONCOUNTYFAIR.ORG](http://CANYONCOUNTYFAIR.ORG)

# RENTER'S HANDBOOK

## MAILING ADDRESS

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Caldwell, ID 83606

## PHYSICAL ADDRESS

111 South 22<sup>nd</sup> Street  
Caldwell, ID 83605

**Phone** 208-455-8500

**Fax** 208-459-9266

**E-mail** [fairinfo@canyonco.org](mailto:fairinfo@canyonco.org)

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

## CANYON COUNTY FAIR STAFF

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**\*\*contact Ellen for all building rental needs**

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## EMERGENCY CONTACTS

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## **AGREEMENT RIGHTS and DUTIES DISCLAIMER**

The rules and regulations in this handbook are incorporated and made part of the Facility Use agreement. 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 users. Users 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. Users must refer to the duly executed Facility Use Agreement to determine the specific agreement rights and responsibilities of each of the parties. User: 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.

## **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 user of any such modifications or changes.

## **CONDITION OF PREMISES**

The user accepts the grounds, building, and facility as they exist. The user 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 user review an area and feel that it is unsafe, the user should report the condition immediately to the County.

## **FACILITY USE AGREEMENT**

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

## **DAMAGE and CLEAN-UP DEPOSIT**

User 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 agreement. User 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 user, it's employees, contractors or agents during the Event, the setup, or the tear down. User shall pay Canyon County Fair Grounds for any loss of use during repairs. The provisions of this paragraph does 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 user 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 user.

## 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.

## AGREEMENT MODIFICATIONS

Any amendments, additions or deletions made to the Facility Use Agreement, Including the Event Worksheet, must be executed, in writing, by both the user and 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 and TEAR DOWN

The rental of Canyon County Fair Ground facilities provides only the basic building/and or facility, including:

- 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.

## SET-UP HOURS

Non-event days (set-up) must be pre-arranged by the user through Canyon County Fair Grounds and are subject to a fee. User is required to set-up and tear down within the dates and times specified on the Event Worksheet completed by the user. User shall pay an additional amount for each additional hour over specified times user requested. Any damage, rental or other costs incurred is the responsibility of the user. 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 user through Canyon County Fair Grounds and are subject to a fee. User 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 user must complete and return an Event Worksheet thirty (30) days prior to the event. The Event Worksheet will be mailed to you with your Agreement. Please fill in all portions of the worksheet as accurately as possible, including:

- 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 user. The Canyon County Fair provides on-site custodial services during your event, at a flat rate of \$50. Services include emptying trash cans and restroom cleaning after your event. However, all trash must be picked up and put in the cans. If additional post-event cleanup is necessary, the user will be charged at the rate of sixty dollars (\$60) 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 user 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

User shall not sublease, assign or dispose of, in any manner, Canyon County Fair Grounds equipment, facilities, or materials leased by County or utilized user 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. Equipment may not be used off Canyon County Fair Grounds premises. Usage of equipment is not included in the Agreement 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.

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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 sixty dollars (\$60) per hour.

## ADVERTISING

Radio station promotional remotes and live television news broadcasts are valuable tools to your show. In order to accommodate your media, we request the following 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

Canyon County Fair maintains an exclusive food & beverage agreement for the Canyon County Fair Grounds. Neither user nor exhibitors are permitted to sell or provide any food and/or beverage, unless authorized to do so by Canyon County Fair personnel. If you wish to have concessions, a two-week notice is required. Concession stand will cater judges and volunteers meals with proper notice. Please contact Ellen Tingstrom at 208-455-8500 to make catering arrangements.

## ALCOHOL

Neither user nor the public are allowed to bring alcohol on the premises. Canyon County Fairgrounds must approve any exceptions to the above provisions in writing. When alcohol is permitted user must hire county approved security company and caterer. Caterer will need to purchase Alcohol/Beverage permit from the City of Caldwell, 455-4656. No glass containers are allowed.

## LODGING

Best Western Plus Caldwell Inn & Suites	(208) 454-7225
Comfort Suites Airport, Boise	(208) 472-1222
La Quinta Inn, Caldwell	(208) 454-2222
Mr. Sandman Inn & Suites, Meridian	(208) 887-2062
Sleep Inn, Nampa	(208) 463-6300
Ambassador RV Resort, Caldwell	(208) 454-8584
Travelodge	(208) 455-3550
Shilo Inn	(208) 466-8993

## 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 outside of the building where users 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.

Service animals are individually trained to do work or perform tasks for an individual with a disability who, if asked, must be able to describe the specific tasks performed or work done by the animal. A “comfort” or “emotional support” animal, or one that provides aid without performing a specific task or duty, means that it does not meet the definition of service animal. If the animal is not individually trained to do work or perform a task, it is considered a pet under the ADA. Obedience training alone is not a sufficient qualification to make a service animal.

## 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 user has obtained advance approval from the County. Raffles may not be conducted by user, unless user 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).

## RENTAL RATES

Rental of the Fair Building is a bulk rate of \$470, and includes the following:

- PA system with speakers
- Auctioneer block
- Lights/power
- Wifi
- Bleachers (if they do not need to be relocated)
- One-time arena prep

Additional fees may apply:

- Additional arena grooming \$60 hourly
- Pen and panel set-up / take-down \$60 hourly
- Show Office \$40 flat fee
- Cleaning \$50 (restrooms, trash) flat fee
- Bleacher relocation \$50 flat fee
- Stalls \$15 (does not include cleaning or bedding) per stall, no discount for added stays
- Uncleaned stalls will be charged \$15 per uncleaned stall
- Events after midnight are \$150 per hour for staff labor