

Facility Use and Reservation Policy

Facility Availability & Rental Hours

- Facilities are available from 8AM-Midnight Sunday-Saturday
- Facilities are not available on the following days
 - o New Years Day
 - o July 4th
 - o Thanksgiving
 - o The day after Thanksgiving
 - o Christmas Eve
 - o Christmas Day
 - o New Years Eve
- Some facilities may not be available to rent prior to and after fair
- Please contact the Fair Office to check availability

Facility Fees

Little Theater

Facility Use	\$500
Kitchen only	\$225
Meeting room	\$25 per hour
Booking Fee	\$250
Cleaning/Damage Deposit	\$250
Capacity Dinner	200
Seating only/Dance	500
Meeting room Capacity	50
Has theater type stage	

Little Theater Weekday Half Day Special

This facility can be rented Monday- Thursday for up to 4 hours. You will be allowed one hour prior to the event for set up and one hour after the event for clean-up.

Facility Use	\$350
Booking Fee	\$250
Cleaning/Damage Deposit	\$250

Eastman Hall

Facility Use	\$600
Booking Fee	\$250
With kitchen	\$750
Cleaning /Damage Deposit	\$250
Capacity Dinner	650
Seating only/Dancing	1200

Eastman Hall Weekday Half Day Special

This facility can be rented Monday- Thursday for up to 4 hours. You will be allowed one hour prior to the event for set up and one hour after the event for clean-up.

Facility Use	\$400
Booking Fee	\$250
Cleaning/Damage Deposit	\$250

Saloon

Facility Use	\$250
Booking Fee	\$100
Cleaning / Damage Deposit	\$100
Meeting Capacity (chairs only)	260
Dinner	130
Has western style bar	

Floral Building

Facility Use	\$225
Capacity	125
<i>Building is open to air</i>	

Justin Bigler Pavilion

Facility Use	Request quote
Bleacher Capacity	650
Available for livestock auctions and/or events	
Portable bleachers available	

Madera County Ag Boosters/Associated Feed Pavilion

Facility Use	\$1200
Lights	\$75 per hr
Bleacher Capacity	3,308people
Portable bleachers available	

Additional Fees

Excessive Cleaning Charge	\$18 per hour
Setup day before event	\$100
Clean up day after	\$100
All time after midnight rate	\$50 per hour
Liability Insurance thru Fair	Request quote
Liquor Liability Insurance thru Fair	Request quote

Tent

Facility Use	Depends on size needed		
Available sizes			
<input type="checkbox"/> White Tent			
○ 40x20	40x30	40x40	
○ 40x50	40x60	40x70	
○ 40x80	40x90		
<input type="checkbox"/> Red and White Stripped Tent			
○ 40x40	40x60	40x80	

Tent is available for on grounds use only.

Park, Barbeque area, Parking lots, and other areas are available to rent. Rent will be based on the event. All prices are subject to change.

Facility Rental Hours

- One day rental starts at 8:00a.m. and must be out by Midnight.
- Rentals of more than one day must close between Midnight and 8:00 a.m.
- Renter or designee must be present during all hours of scheduled event.
- Participants must adhere to hours on application.
- Reservation hours must include set-up and clean-up time.
- Clean-up of facility must be completed by ending time on reservation. (No exceptions)
- All rentals involving a dance and/or alcohol must end at 11:00 p.m. This means that the serving or providing of alcohol and/or music must stop at 11:00 p.m.
- Delivery of supplies and/or equipment will not be accepted at facilities prior to the indicated set-up time.
- All individuals associated with the event must vacate the facility by the indicated ending time.
- To adjust hours for the event, the Fair Office should be contacted immediately. The Chowchilla-Madera County Fair reserves the right to deny any changes.

Reservations

- A non-refundable reservation fee of \$250 is required to reserve a date. We do not have a “pencil me in” policy.
- All rent, insurance, cleaning deposit, etc. is payable 3 weeks prior to your event.
- All paper work, Rental Agreement, set up sheet, map, security agreement, liquor permit, etc. is due into the fair office 3 weeks prior to the event. No changes to set up may be made at this time.

Responsibilities of the Renter(s)

- Renter is responsible for conduct of all participants, supervision of minors, damages and all fees due.
- Participants must agree to sully and promptly obey any and all lawful orders given by the Police Department, Fire Department, and/or staff of the Chowchilla-Madera County Fair.
- If police assistance is required, the event could be closed immediately, and the deposit forfeited.

Insurance

- Insurance is required for all events
- Certificate of Insurance and an Endorsement in the amount of \$1,000,000 listing the Chowchilla-Madera County Fair as additional insured must be submitted 3 weeks prior to the event. (If you are providing your own insurance the verbiage need for the certificate will be provided by the Fair Office). Some events may require more than \$1,000,000 in insurance coverage.
- If alcohol is to be sold, you must provide liquor liability insurance in addition to the standard insurance.
- The renter will pay the cost of the insurance
- All insurance may be purchased through the Chowchilla-Madera County Fair.

Ongoing Facility Use

- Requests for ongoing facility use will be considered on a case-by-case basis.
- If ongoing use is approved, one (1) security deposit will be held on account with the Chowchilla-Madera County Fair for renters with regularly scheduled events.

Smoking is NOT allowed.

- Smoking is not allowed in any indoor facilities

Security

- Event security may be required at any event, whether or not alcohol is served.
- Two security guards are required for the first 100 people. One security guard is required per 100 after that.
- Security Company must be on the Chowchilla-Madera County Fair preferred list of Security Companies. This can be obtained from the Fair Office.
- The renter will pay the cost of security guards and is responsible for contracting the Security Company.
- Security must be in uniform and are responsible for patrolling both the inside and out of premises and must control all problems.
- Chowchilla-Madera County Fair Staff has the right to require extra security for the event.
- Renter must submit a copy of the security agreement 3 weeks prior to the event.
- Security must remain in designated facility one-half (1/2) hour following the end of the event.

Alcoholic Beverages

The Chowchilla Police Department may check on events when alcohol is being served.

- If there is alcohol being served, SERVICE OF ALCOHOL MUST END ONE (1) HOUR before the end of the event.
- All groups selling alcoholic beverages must conform to all State Alcoholic Beverage Control rules and regulations and must obtain any and all permits required by the State Department of Alcoholic Beverage Control.
- Copies of all State Department of Alcoholic Beverage Control permits must be submitted to the Fair Office 3 weeks prior to the event.
- The renter will pay the cost of the permits.
- All alcohol must be served in non-glass containers.

Decorations

- Pursuant to State Fire Marshal Regulations, all decorating material must be flameproof. Candles (lighted or not) may not be used as a part of the decorations
- Any items such as hay bales, Christmas trees, etc. may only be used if they have been sprayed with retardant. (They must be tagged as certified)
- Decorations may not be attached to the building with nails, staples, tacks, duct tape, or anything that would damage the facility.
- Tables must be covered with paper or some other material.

Clean Up

- If you bring it in, you take it out.
- All trash must be put into dumpster
- The facility must be left the way you received it.

Technical Issues During Event

- A staff member will be on duty during an event.
- If there are any issues, electrical panel, switches, heater, cooling system, PA system etc. contact the staff member and he/she will resolve the problem.

Failure to Comply

- Failure to comply with policies, terms and conditions will result in forfeiture of deposit and possible refusal to rent in the future.

Rental Revocation

- The Chowchilla-Madera County Fair reserves the right to revoke the reservation at any time for any reason deemed necessary, including but not limited to: failure to observe any rules, regulation, fights, vandalism, or improper conduct, advertising an event before approval of application, exceeding building capacity, giving incomplete or incorrect information regarding the nature of the event or numbering attendance, or not being in possession of permit and/or licenses.
- If the event is canceled for such reasons, no refund of fees and/or deposit will be given
- The Chowchilla-Madera County Fair reserves the right to revoke the reservation when facility is needed for emergency purposes, in which case all fees and deposit will be returned.