BOULDER COUNTY FAIRGROUNDS POLICY MANUAL

Revised as of November 29, 2016

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SECTION I: INTRODUCTION

The Boulder County Fairgrounds serve a multitude of year-round rural and urban uses - both casual and by reservation.

The Fairgrounds was developed in its present location in the late 1970s and is an important community gathering place. Its facilities offer a connection to the rural character of Boulder County by supporting a variety of livestock and dog shows, equestrian related activities, 4-H programs, Farmers Markets, and the annual Boulder County Fair. In addition, the Fairgrounds offer facilities for picnicking, camping, meeting spaces and a variety of events and shows.

SECTION II: MISSION STATEMENT

The Boulder County Fairgrounds provides a multi-use public facility for arts, agriculture, equestrian activities, education, entertainment, and recreation in a fiscally sound and environmentally conscientious manner for the benefit of the community while providing economic stimulation and preserving the heritage and future of the county.

SECTION III: POLICY STATEMENT

1. The Boulder County Fairgrounds operates under the management of the Parks & Open Space Department and direction of the Board of County Commissioners.

2. Major policy changes are reviewed by the Parks & Open Space Advisory Committee and are approved by the Board of County Commissioners.

3. Use of any facility at the Fairgrounds and property requires a Lease Agreement between the Tenant and Boulder County. No commercial activity is permitted on any Parks & Open Space property without written permission from the Director of the Parks & Open Space Department. At the discretion of the Director of the Parks & Open Space Department, the facilities may be closed and not available for rent on county holidays or any other day necessary.

4. Boulder County charges fees for use of Fairgrounds facilities and property. Fees are established by the Board of County Commissioners after a public hearing. Fee waivers may be granted in writing by the Board of County Commissioners after receipt of a written request.

5. Tenants must be aware of and abide by all policies, rules, and regulations regarding use of the Fairgrounds, including the "Rules and Regulations for County Open Space areas," as adopted by the Board of County Commissioners and amended periodically, a copy of which may be obtained from the Parks & Open Space Department or from the Fairgrounds Office.

6. Tenants are responsible for damages (above and beyond normal wear and tear) that occur during the contracted period.

7. Boulder County reserves the right to refuse and/or cancel any lease or service to anyone for non-compliance of any rules or regulations of Boulder County.

8. The Fairgrounds Scheduling Coordinator will advertise events open to the public on Fairgrounds' marquees as space allows (limit of one line, 21 spaces per line), on the upcoming events line and on the Fairgrounds website.

9. Parks & Open Space staff will allow tenants conducting "historical events" (definition follows) preferential booking for those events and will offer protection to such tenants from new events that conflict with theirs.

10. The Parks & Open Space staff schedules "public sessions" (definition follows) based on a demonstrated interest from a significant number of Boulder County residents. Fees generated from each session should cover operating costs during the hours of each session.

11. Parks & Open Space staff will hold annual tenant meetings to solicit comments regarding the operation of the Fairgrounds.

12. Mail will be accepted at the Fairgrounds only if addressed to Boulder County government.

13. Vehicles parked in unauthorized locations may be towed at owner's expense.

14. Tenants may place advertising/signage on designated banner areas only. No other signage is allowed unless authorized by the Fairgrounds Manager.

SECTION III: POLICY STATEMENTS (CONTINUED)

15. The Fairgrounds may be needed during an emergency. In such an emergency, events being held or to be held at the Fairgrounds may be canceled. Under such circumstances, rental deposits shall be returned with no other compensation due to event managers or their entities and with no additional liability to the county.

16. The Fairgrounds is a limited public forum, and as such, protest is allowed on the grounds subject to reasonable time, place, and manner restrictions.

SECTION IV: SCHEDULING PROCEDURES

1. Contact the Fairgrounds Scheduling Coordinator for date and facility availability.

2. All events are subject to review from the following Boulder County agencies: Parks & Open Space Department, Sheriff's Office, Risk Management, and the Health Department; as well as the Mountain View Fire Protection District.

3. Tenant will pay a non-refundable deposit (25% of the total rental fee or $100.00, whichever is greater) to hold the date and facility. The deposit will be listed on the lease agreement.

4. A Lease Agreement shall be entered into between the tenant and Boulder County for lease of any Fairgrounds facility.

5. The signed/completed Lease Agreement and proper insurance certificate (see below for insurance requirements) are due from the tenant sixty (60) days before the event.

6. The rent and security/damage deposit ($100.00 or 25% of the total rental fee, whichever is greater, or as specified in the Private Party Policy) are due thirty (30) days before the event. The deposit will be held until after the event. If there are no damages, unpaid charges, or policy/contractual infractions, the deposit will be returned to the tenant.

7. A pre and post facility walk-through with Fairgrounds Staff must be completed by the tenant or waived by the Event Manager (or designee) prior to the event.

8. Setup/takedown fees will be charged when the rented facility is used before or after the actual day(s) of the event and when the use is for the sole purpose of setting up or removing equipment. Setup is limited to one day, and takedown is limited to one day. Additional day(s) for setup and takedown may be available; however, the Tenant may be charged the full rental fee for the additional time unless otherwise approved in writing. Tenant is responsible for his or her own setup/takedown. Full stall rental fees will be charged when livestock are placed in stalls, barns, and/or holding pens. Vendors are not allowed to arrive before the date stated in the Lease Agreement unless they are staying at the campgrounds.

SECTION IV: SCHEDULING PROCEDURES (CONTINUED)

9. Food concessionaires are required to also obtain or hold a current Colorado Retail Food Establishment License. A Retail Food License can be acquired from the Boulder County Health Department. A complete Boulder County Health Department Special Event Packet may also be required. Food concessionaires using facility kitchens must complete a Lease Agreement with the county and pay the appropriate rental fee.

10. Additional fees for equipment, setup, etc., will be billed after the event. Payment is due within thirty (30) days of the billing date.

SECTION V: ALCOHOLIC BEVERAGES

1. "Alcoholic beverages" shall be defined as any beverage having an alcoholic content of more than 3.2 percent. Beverages containing up to 3.2 percent alcohol are referred to as "3.2% beer/wine."

2. Only qualified adult nonprofit organizations with a Special Events Permit may serve/sell alcoholic beverages or sell 3.2% beer/wine. Application for a Special Events Permit through the Board of County Commissioners must be made at least 90 days before the event. A public hearing will be held to approve/disapprove the permit.

3. Liquor liability insurance will be required to serve/sell alcoholic beverages, to sell 3.2% beer/wine, or to charge an admission fee and serve 3.2 beer/wine.

4. Events held at the Picnic Shelter may serve 3.2 beer/wine without a Special Events Permit or liquor liability insurance. Events selling alcoholic beverages, and events charging an admission fee and serving alcoholic beverages, will be required to obtain a Special Events Permit and liquor liability or broad form endorsement insurance.

5. At the discretion of the Director of the Parks & Open Space Department, a Special Events Permit and/or liquor liability insurance may be required for events that may be attended by 50 or more people.

6. Vendors who are authorized under the Lease Agreement between Boulder County and the Boulder County Farmers' Market will be allowed to serve samples, at no charge to the public, without a Special Events Permit. Boulder County Farmers' Market vendors must obtain a "Limited Winery Tasting Location Vinous Liquor" license from the State of Colorado and meet all county insurance requirements, as specified in the Lease Agreement between Boulder County and Boulder County Farmers' Market.

SECTION VI: HISTORICAL DATES

1. An organization that has held the same event on the same date for two consecutive years is recognized as having an "historical date." These dates will be reserved each year for these tenants. Event Lease Agreements for historical events will require payment of the total fee for the event if the event is canceled later than six months prior to the scheduled event.

2. No reservations for the fifth weekend of any month will be held for historical use. Reservations for fifth weekends will be granted on a first-come, first-served basis.

SECTION VII: CONFLICTING EVENTS

1. An organization is eligible for protection from new events at the Fairgrounds that would compete directly with its event as set forth in this section.

3. "Conflict" means an event that is similar enough that it would compete with the existing event.

4. The Parks & Open Space Department will determine whether there is a conflict between a proposed event and a historical event.

5. The Parks & Open Space Department reserves the right to refuse or decline a booking if they determine there is a conflict with other events.

6. Event organizers may not change the nature of their event at any point if doing so will generate a conflict.

SECTION VIII: FIFTH WEEKENDS

1. An organization with an historical date may shift its event to a 5th weekend without losing its historical date as set forth in this section. Confirmation for historical events will be set by August of the previous year.

2. If the tenant opts to move to the 5th weekend in any given year, the tenant will be able to return to its historical date the following year.

3. If the tenant elects not to shift to the 5th weekend, the date will be made available to other tenants in accordance with Fairgrounds policy; similarly, if a historical tenant moves an event to the 5th weekend, the weekend given up will be made available for rental by others.

4. This policy is available only for tenants with historical dates that are linked to holidays or follow dictates from national or regional parent organizations.

5. If two tenants with historical dates desire to shift their event to the same 5th weekend, the Parks & Open Space Department will determine which tenant will be able to shift, based on all pertinent factors.

SECTION IX: COUNTY GOVERNMENT USAGE

1. Boulder County government may have use of Fairgrounds facilities, if available, without charge.

2. All government tenants are responsible for all setup, takedown, and cleanup for their events.

3. All government use must be scheduled within the regular operation hours of the Fairgrounds staff schedule (between 7:30 a.m. and 10:00 p.m.).

SECTION X: INSURANCE REQUIREMENTS

1. Commercial general liability insurance policy with minimum limits as set forth by Boulder County for combined single limit for each occurrence.

2. Workers' compensation and employers' liability insurance which shall cover the obligations of the tenant in accordance with the provisions of the Workers' Compensation Act, as amended, of the State of Colorado, if applicable.

3. Certificate of insurance shall indicate that policy will be in effect throughout the contracted period.

4. The insurance policy shall name "County of Boulder, State of Colorado, a body corporate and politic," as additional named insured and evidence this on the certificate of insurance.

5. Certificate of insurance shall show that the policy may not be canceled, terminated, changed, or modified without at least 30 days' written notice to Boulder County and any changes must be approved in writing by the County.

6. See Section V for insurance requirements concerning the serving or sale of alcohol.

7. The county's Risk Manager or County Attorney may waive in writing any or all insurance requirements.

SECTION XI: PUBLIC SESSIONS

1. Public sessions are sponsored by Boulder County.

2. Public sessions are scheduled for indoor facilities if the facility has not been rented for other uses. Public sessions may be canceled should maintenance work necessitate closing facilities. An alternative site may be substituted, if available, in lieu of cancellation. The Parks & Open Space Department can adjust public sessions to meet demand.

3. Current public sessions are as follows:

   - Team Roping: Indoor Arena, Tuesdays, November-April.
   - Dog Training: various locations, Tuesdays/Wednesdays, year-round.
   - Open Riding: Indoor Arena, Wednesdays, November-April.
   - Barrel Racing: Indoor Arena, Thursdays, January-March.

4. Public sessions may be canceled by the Director of the Parks & Open Space Department if there is a lack of demonstrated interest from the public. Public sessions are open to the public. Advance registration is not required. Public session participants must sign a waiver of liability for Boulder County.

5. Public session participants must pay a fee to use Fairgrounds facilities.

6. The Fairgrounds provides the facilities but does not provide special equipment or livestock necessary for some public sessions. Individual(s) may be designated by Fairgrounds staff to provide equipment/livestock for participants. Individual(s) may charge participants a nominal fee to use their equipment/livestock.

SECTION XII: TENANT RESPONSIBILITIES

A. EVENT MANAGER'S RESPONSIBILITIES:

1. Ensure that the signed Lease Agreement correctly reflects all information about the event.

2. Advertise the event, including directions to the Fairgrounds and a contact's phone number for more information.

3. Arrange and pay for costs incurred to have utility locates before digging or placing poles in any area of the Fairgrounds.

4. Admit vendors/exhibitors/spectators into facility.

5. Ensure that every participant in the event manager's event has signed the county's waiver of liability form.

6. Pay for all fees when exhibitors/spectators are camping on the Fairgrounds but are not registered guests at the campgrounds ("dry camping").

7. Coordinate and sign for all deliveries, pickups, etc.

8. Provide and supervise security.

Tenants wishing to have armed security at their events must obtain written permission from the Board of County Commissioners or the Director of Parks & Open Space at least 30 days before the event. At their discretion, the Board of County Commissioners or the Director of the Parks & Open Space Department may require sufficient armed security at an event. For all events with armed security, all armed security personnel must either: 1) hold a valid Armed Merchant Guard license issued by the City and County of Denver (or a similar license acceptable to the Director of the Parks & Open Space Department) and present such a license to the Fairgrounds Scheduling Coordinator 30 days prior to the event; or 2) be a Boulder County Sheriff's Department deputy. At their discretion, the Board of County Commissioners or the Director of the Parks & Open Space Department may require the armed security at an event be provided by Sheriff's Department deputies. In addition to the general liability insurance requirements listed above, events having armed security (unless Sheriff's Department deputies are used) are required to provide false arrest and illegal detainment liability as well as endorsements for assault and battery and errors and omissions and to show this coverage on the certificate of insurance presented to the county. If armed security will be provided by a subcontractor, the subcontractor must provide proof of licensure and insurance coverage to the Fairgrounds Scheduling Coordinator 30 days prior to the event. Certificates showing proof of this coverage shall show the "County of Boulder, State of Colorado, a body corporate and politic" as additional insured.

9. Provide and supervise parking control, including informing vendors that leaving vehicles and storage units on the Fairgrounds prior to the Lease Agreement rental period is not permitted and that any such use of the Fairgrounds may result in ticketing and/or towing at the owner's and the event manager's expense.

10. Act as the representative from the event to communicate requests, concerns and/or problems with Fairgrounds staff members.

11. Adhere to all zero waste procedures and place all waste in designated waste receptacles, and break down all boxes (should refuse exceed dumpster capacity, tenant will pay for any and all additional waste service pickup(s).

12. Stay at the facility until all spectators and exhibitors have left the premises.

13. Remove all decorations, personal belongings, and event-related materials, etc., from all facilities, including stalls, after the event.

14. Pay for damages to the facilities and/or any fees owed to the Fairgrounds by tenant's subcontractors, concessionaires, vendors, etc.

FAILURE TO COMPLY WITH RESPONSIBILITIES LISTED ABOVE AND RULES & REGULATIONS OF BOULDER COUNTY AND OTHER APPLICABLE AGENCIES MAY RESULT IN TICKETING, FINES, EVENT CANCELLATION, LOSS OF ALL OR PORTION OF SECURITY DEPOSIT AND/OR CANCELLATION OF ALL FUTURE EVENTS.

B. SAFETY & ENVIRONMENTAL RESPONSIBILITIES:

1. Parking is not permitted in assigned fire lanes or where otherwise posted "No Parking." Violators may be ticketed and/or towed at owner's expense.

2. Camping is permitted only at the campgrounds. Dry camping ("exhibitors/spectators camping outside the campgrounds") will only be allowed when the campground is full or when prior approval is obtained from the Fairgrounds Manager. Tenants will be charged $10.00 per day for dry camping. Dry campers are not entitled to use the restrooms/showers at the campgrounds facility. All wastewater must be retained and disposed of properly. Dry campers must be self-contained and CANNOT access any electricity or water on the Fairgrounds.

3. Cleaning vehicles/livestock trailers out onto Fairgrounds property is prohibited.

4. All waste must be placed in proper receptacles. All boxes must be broken down. If the refuse generated at the event exceeds the dumpster capacity, the tenant will be charged for additional trash service pickup(s).

5. Posting/placing promotional flyers/other materials on vehicles or facilities is prohibited.

6. Smoking is not permitted in county facilities or on county property.

7. Alcoholic beverages are not allowed at the Fairgrounds without a Special Events Permit and appropriate insurance coverage.

   Note: 3.2% beer/wine is permitted in non-glass containers in accordance with Section V above. Compliance is responsibility of the tenant. Noncompliance is subject to ticketing and/or fines.

8. Mountain View Fire Protection District codes do not permit displays or booths to block fire lanes, exits, water fountains, restrooms, storage rooms, etc.

9. Flammable/combustible substances (including black powder) and heating devices (such as propane tanks) are not permitted in any facility. Fuel stoves (wood, corn, etc.) may be used for display purposes only.

10. Exhibit layouts are subject to approval by the Mountain View Fire Protection District.

11. Hypodermic needles, medical supplies, and/or veterinarian supplies must be disposed of in a safe manner.

12. Livestock/horses are not allowed in designated pedestrian areas, turf areas, or where otherwise posted "No Livestock."

13. All animals must be leashed/penned/tied and under the control of the owner at all times. All animal refuse must be disposed of properly.

14. Skateboarding is not allowed.

FAILURE TO COMPLY WITH RESPONSIBILITIES LISTED ABOVE AND RULES & REGULATIONS OF BOULDER COUNTY AND OTHER APPLICABLE AGENCIES MAY RESULT IN TICKETING, FINES, EVENT CANCELLATION, LOSS OF ALL OR PORTION OF SECURITY DEPOSIT, AND/OR CANCELLATION OF ALL FUTURE EVENTS.

SECTION XIII: FEE CATEGORIES

BOULDER COUNTY YOUTH NONPROFIT

This fee category applies to any organization:

1. With 100% of its *membership* youth (18 years of age or younger), and
2. With a majority of its *membership* residing within Boulder County, and
3. That sponsors educational, civic, athletic or public service events on a nonprofit basis, and
4. Registered with the Secretary of State's office as a nonprofit organization, and
5. That provides proof of its nonprofit status, bylaws, and *membership* list to the Fairgrounds Scheduling Office annually or
6. That is a 4-H club registered through the Boulder County Extension Office.

BOULDER COUNTY ADULT NONPROFIT

This fee category applies to any organization:

1. With 80% or more of its *membership* residing within Boulder County, and
2. That sponsors educational, civic, athletic or public service events on a nonprofit basis, and
3. Registered with the Secretary of State's office as a nonprofit organization, and
4. That provides proof of its nonprofit status, bylaws and *membership* list to the Fairgrounds Scheduling Office annually.

NON-COUNTY, NONPROFIT

This fee category applies to any organization:

1. With 79% or less of a group's *membership* residing within Boulder County, and
2. That sponsors educational, civic, athletic or public service events on a nonprofit basis, and
3. Registered with the Secretary of State's office as a nonprofit organization, and
4. That provides proof of its nonprofit status, bylaws and *membership* list to the Fairgrounds Scheduling Office annually.

STANDARD/COMMERCIAL

This fee category applies to any individual, organization, or business not covered by either of the two above fee categories, including non-county, nonprofit groups.

SECTION XIV: BOULDER COUNTY FAIRGROUNDS PARK FEE SCHEDULE

NOTE: *The fees stated below are prices per day unless otherwise specified. A day is defined as Fairgrounds operation hours of* ***7:30 a.m. to 10:30 p.m****. A day will not be divided into hours unless an hourly fee is quoted in this fee schedule; nor will any facility be divided into sections of quarters or halves to lower the daily rental fee.*

Rental of facilities Monday through Thursday will be discounted 50% off the fee stated below.
Campground facility is exempt from weekday discount.

FACILITY	COUNTY YOUTH NONPROFIT	COUNTY ADULT NONPROFIT	NON-COUNTY NONPROFIT	STANDARD/ COMMERCIAL
BARN A	$70.00	$150.00	$200.00	$400.00
W/PENS	$70.00	$205.00	$270.00	$555.00
BARN B	$45.00	$150.00	$200.00	$400.00
BARN C	$45.00	$175.00	$220.00	$375.00
W/IA RENTAL	$25.00	$ 50.00	$ 60.00	$100.00
EXHIBIT BUILDING	$110.00	$400.00	$500.00	$1000.00
EB KITCHEN	$60.00	$75.00	$100.00	$125.00
OUTDOOR EXHIBIT AREA	$25.00/ DURATION	$50.00/ DURATION	$75.00/ DURATION	$100.00/ DURATION
INDOOR ARENA	$ 55.00	$175.00	$220.00	$500.00.00
HEAT	$100.00	$100.00	$100.00	$100.00
IA KITCHEN	$25.00	$50.00	$60.00	$75.00
OUTDOOR ARENA	$40.00	$175.00	$220.00	$440.00
OA KITCHEN	$25.00	$50.00	$60.00	$75.00
***PICNIC SHELTER**	$50.00	$75.00	$100.00	$300.00
NORTH PARKING LOT	$60.00	$275.00	$345.00	$650.00
SOUTH PARKING LOT	$30.00	$75.00	$95.00	$400.00
N. EAST PARKING LOT	$15.00	$35.00	$50.00	$170.00
FAIRGROUNDS PARKING LOT	$10.00	$20.00	$25.00	$85.00
MEETING ROOMS	$5.00/HOUR $25.00/MAX	$10.00/HOUR $50.00/MAX	$10.00/HOUR $60.00/MAX	$15.00/HOUR $75.00/MAX

EQUIPMENT & SERVICES	COUNTY YOUTH NONPROFIT	COUNTY ADULT NONPROFIT	NON-COUNTY NONPROFIT	STANDARD/ COMMERCIAL
LABOR	$20.00/HOUR	$20.00/HOUR	$20.00/HOUR	$20.00/HOUR
OVERTIME LABOR	$30.00/HOUR	$30.00/HOUR	$30.00/HOUR	$30.00/HOUR
TRACTOR SERVICE	$50.00/HOUR	$50.00/HOUR	$50.00/HOUR	$50.00/HOUR
DUMPSTER PICKUP (when refuse generated from an event exceeds the dumpster capacity)	$315.00	$315.00	$315.00	$315.00
CONCESSION SPACE	$25.00/EACH PER DAY	$25.00/EACH PER DAY	$25.00/EACH PER DAY	$25.00/EACH PER DAY
CHAIRS	$0.50/EACH	$0.50/EACH	$0.50/EACH	$0.50/EACH
TABLES	$5.00/EACH	$5.00/EACH	$5.00/EACH	$5.00/EACH
BLEACHERS	$15.00/EACH	$15.00/EACH	$15.00/EACH	$15.00/EACH
REPLACE KEYS	$100.00/SET	$100.00/SET	$100.00/SET	$100.00/SET
REPLACEMENT MICROPHONE	$400.00/EACH	$400.00/EACH	$400.00/EACH	$400.00/EACH
****STALLS/PENS**	$5.00/NIGHT YOUTH MUST CLEAN	$8.00/NIGHT + $5.00 ONE-TIME CLEANING FEE	$8.00/NIGHT + $5.00 ONE-TIME CLEANING FEE	$8.00/NIGHT + $5.00 ONE-TIME CLEANING FEE
DAMAGES	REPLACEMENT + LABOR	REPLACEMENT + LABOR	REPLACEMENT + LABOR	REPLACEMENT + LABOR
*****PUBLIC DOG SESSIONS**	$4.00/PER DOG	$4.00/PER DOG	$4.00/PER DOG	$4.00/PER DOG
*****PUBLIC HORSE SESSIONS**	$5.00/PER HORSE	$5.00/PER HORSE	$5.00/PER HORSE	$5.00/PER HORSE

Setup and takedown days will be charged at a rate of 25% of the daily rental fee. Setup and takedown are limited to one day each; regular daily rental fees shall apply for setup/takedown exceeding one day each unless otherwise approved.

*Additional portable toilets must be supplied, at the tenant's expense, for parties exceeding 100 people. Family picnics are subject to the County Adult Nonprofit rate.

**Stall cleaning fee will be waived if tenant cleans stalls to the center aisle.

***There will be additional costs, payable to the provider, for use of the electric eye for barrel racing; mats & rings for dog training; and cattle for team roping.

BOULDER COUNTY CAMPGROUND RENTAL FEES

Boulder County Campgrounds Facility is exempt from weekday discounts.

Camping sites are limited to 6 people per site.

	COUNTY YOUTH NONPROFIT	COUNTY ADULT NONPROFIT	NON-COUNTY NONPROFIT	STANDARD/ COMMERCIAL
NO HOOKUPS	$15.00	$15.00	$15.00	$15.00
WATER OR ELECTRIC	$20.00	$20.00	$20.00	$20.00
WATER AND ELECTRIC	$25.00	$25.00	$25.00	$25.00
DUMP STATION NON-GUESTS	$10.00	$10.00	$10.00	$10.00
DRY CAMPING STAFF APROVED ONLY	$10.00	$10.00	$10.00	$10.00

BARN A

SIZE

Overall: 80' x 325'
Enclosed: Foyer area is 60’ x 24’ and Main Room is 74’ x 78’
Show Ring: 30' x 50'

SEATING CAPACITY (Enclosed Portion): 350

AVAILABLE FOR RENTAL

Enclosed: 110 volt electricity, heat, lights, restrooms and drinking fountain, PA system, and keys.

Outside: 177 pens (6'x6'), 1 show ring, 9 show pens, 12 wash pens, 110 volt electricity, lights, portable PA system (if available, upon request).

RULES

1. Public parking is available in the lot northwest and/or south of Barn A. Limited handicapped parking is available north of Barn A.

2. Loading/unloading livestock is to be conducted east of the barn. All livestock trailers shall park in the grassy area south of the campgrounds.

3. Pens/cages must be cleaned by tenant immediately following the event. Bedding must be removed to the far east end of the barn. The county will provide rakes and wheelbarrows when available. No manure or droppings may be placed in trash containers. If refuse generated exceeds the dumpster capacity, the tenant will be charged for additional trash service pickup(s).

4. Aisles must be kept open at all times.

BARN B

SIZE

Overall: 80' x 250'
Show Ring: 34' x 28'

SEATING CAPACITY

Show Ring: 50

INCLUDED IN RENTAL FEE

278 pens (6' x 6'), 1 show ring, 7 show pens, 12 wash pens, 110 volt electricity, lights, PA system

RULES

1. Public parking is available in the lot east of Barn B (East Lot) or in the South Lot. Limited handicapped parking is available in the East Lot. Additional handicapped spaces may be allocated by the tenant.

2. Loading/unloading livestock is to be conducted east of the barn. All livestock trailers shall park in the grassy area south of the campgrounds.

3. Pens must be cleaned by tenant immediately following the event. Bedding must be removed to the far east end of the barn. The county will provide rakes and wheelbarrows when available. No manure or droppings may be placed in trash containers. If the refuse generated exceeds the dumpster capacity, the tenant will be charged for additional trash service pickup(s).

4. Aisles must be kept open at all times.

BARNS C, D, E, & POLE BARN

SIZE

BARN C:	80' x 250' (open barn)
BARN D:	35 stalls, each 10' x 10' (1/2 stalls, 1/2 open)
BARN E:	87 stalls, each 10' x 10'
POLE BARN:	49 stalls, each 10' x 10'

INCLUDED IN RENTAL FEE

BARN C:	Lights, electricity, water, and wash racks.
BARN D:	Lights, electricity, water, wash racks, individual locks on each stall.
BARN E:	Lights, electricity, water, wash racks, individual locks on each stall.
POLE BARN:	Lights electricity, water, individual locks on each stall.

RULES

1. Tenant must sign the County's liability release form prior to using the horse stalls.

2. Public parking is available in the East Lot or in the South Lot. Limited handicapped parking is available in the East Lot.

3. Tenant must provide a stall manager whose responsibilities shall include, but not be limited to, regulating stall use and collecting stall fees.

4. Stalls doors must not be removed or altered.

5. Stall managers shall ensure that all stalls in a barn are filled before using stalls in another barn.

6. Livestock trailers should be parked in the grassy area south of the campgrounds.

7. Tenant must provide bedding material, feed, equipment, etc.

8. Tenants are encouraged to clean all stalls used during their event. Bedding is to be removed thoroughly from each stall and placed in the center aisle of the barn. The county will provide rakes and wheelbarrows when available. Additional fees will be charged to the tenant if the county must clean their stalls. If the refuse generated exceeds the dumpster capacity, the tenant will be charged for additional trash service pickup(s).

9. Aisles must be kept open at all times during the event.

CAMPGROUNDS FACILITIES

SIZE:

96 sites total, all with access to electric (30-50 amps)
7 Sites with 30 amp electric, no water.
45 sites with 30 amp electric, no water.
8 sites with 50 amp electric and water with pull through extended length.
36 sites with 30-50 amp electric and water.

INCLUDED IN RENTAL FEE

RV restroom/shower facilities (open March through October) and use of dump station.

RULES

1. The campground is open year-round.

2. This campground is a recreational facility for Fairgrounds tenants and visitors. Guests are limited to a maximum stay of 14 days within a given calendar year. Under extenuating circumstances, extensions may be granted by the Fairgrounds Manager.

3. Restroom/shower facilities are secured for registered/paid guests only. For the safety and consideration of all guests at the campgrounds, the combination to the restroom/shower facilities should be kept confidential.

4. Payment is required at time of check in. Guests must pay for camping spaces according to the fee schedule. No refunds will be issued; campground guests should plan their stays carefully.

5. Checkout time is 10:00 a.m. Campers may be charged for another day if checkout is not completed by 10:00 a.m.

6. Quiet hours are from 9:00 p.m. to 6:00 a.m. daily.

7. No one under the age of 18 will be allowed to rent a space. Minors must be supervised by an adult at all times. Unattended minors will not be allowed to stay on the premises.

8. Pets must be on a leash and supervised at all times. Pet owners must clean up after their pets. No pets are allowed in the restroom/shower facilities. No bathing of pets in the campground.

9. Livestock/horses are not allowed in the campgrounds at any time.

10. All waste must be put in proper receptacles located by the campgrounds office. Sites must be kept and left clean at all times. Grey and black water must be dumped at the dump station -- violators will be ticketed and/or fined.

11. Only 3.2% beer/wine is allowed in the campground. Violators may be ticketed and/or fined.

12. Placing nails in trees and hanging items from trees is prohibited.

13. The county reserves the right to refuse and/or cancel service to anyone for non-compliance of any of the above rules or any regulations of Boulder County.

14. All RVs, campers and related vehicles must be legal. No modifications or major repairs shall be conducted while in the campground.

15. Campers may not be stored at the campground; someone must be staying in the camper/RV while on site.

16. Tent camping is prohibited.

EXHIBIT BUILDING

SIZE

Overall:	200' x 200' (35,000 square feet)
Meeting Room:	24' x 28' (carpeted)
Kitchen:	20' x 25'

CAPACITY

Main Building:	2,000-3,000
Meeting Room:	50

AVAILABLE FOR RENTAL

Main Building: restrooms, vehicle entrance doors, heating/air conditioning, electricity, lighting, PA system, pull-down electrical outlet extensions, drinking fountains, keys, exhibitor parking area, public parking area, and handicapped parking area.

Meeting Room: restrooms, drinking fountains, heating/air conditioning, electricity, lighting, tables, chairs, keys, parking area.

Kitchen: (for limited food preparation only) 2 commercial refrigerators, commercial freezer, commercial sinks, hand sink, coffee maker, deep fat fryer, grill, four-burner stove, commercial ice machine, counter space, indoor and outdoor service windows.

RULES

1. Exhibitor parking is available in the lot west of the building. Exhibitors are not allowed to arrive/setup before the date stated in the Lease Agreement.

2. Public parking is available in the lot north of the building.

3. Handicapped parking is provided along the fence on the north side of the Exhibit Building.

4. No loading, unloading, and/or parking is allowed on the east side of the Exhibit Building. The kitchen concessionaire may load/unload supplies into the kitchen from the east side, but must relocate vehicle(s) to the designated space(s) in the Midway Lot after unloading.

5. Exhibitor layout must conform to layouts approved by the Mountain View Fire Protection District and available electricity location/load.

6. The county is not responsible for security during tenant's use. Tenant must lock doors, windows, and gates; and turn off lights in building.

7. Any vehicle left inside the building for purposes other than loading/unloading must have a fuel tank that is nearly empty, the fuel tank lid taped closed, the battery disconnected, and cardboard/carpet must be provided underneath each vehicle.

8. Driving vehicles into the Exhibit Building for purposes of loading/unloading is discouraged. If absolutely necessary, said driving should be kept to a minimum and all vehicles must leave the Exhibit Building immediately after loading/unloading.

9. If kitchen is rented, the kitchen and all equipment must be cleaned immediately following event. Grease must be removed/disposed of properly. No food is to be left in the kitchen after the end of the event. "Microwave In Use" signs should be prominently displayed by tenant or their concessionaire when applicable.

10. If the meeting room is used, all areas must be left in a clean and orderly manner. Tables and chairs may be rearranged, but must be returned to their original placement before tenant leaves. Tables and chairs may not be removed from the meeting room. Lights must be turned off and doors must be locked securely when tenant leaves the building.

INDOOR ARENA

SIZE

Overall:	150' x 250'
Arena:	90' x 188'
Warm-up Arena:	150' x 60'
Kitchen:	25' x 12'
Office:	25' x 12'

SEATING CAPACITY

Permanent Bleachers: 1,300

AVAILABLE FOR RENTAL

Arena: dirt floor, arena watered/worked once daily, warm-up arena, wash racks, walk-through/ride-through gates, calf holding pens, calf chute, calf return, announcer's platform, office, electrical outlets every 10', lights, PA system, permanent bleachers, restrooms, drinking fountains, keys.

Concession Stand: (kitchen is for limited food preparation only -- there is no hood system in this kitchen) commercial refrigerator, commercial sink, hand sink, counter space, 220 electrical outlet, indoor and outdoor service windows.

RULES

1. There is to be no excavation of the arena surface.

2. Public parking is available in the East Lot or in the South Lot. Limited handicapped parking is available in the East Lot.

3. Facility shall not be modified by tenant, including rails, unless authorized and overseen by Fairgrounds staff.

4. Loading/unloading livestock must be conducted east of the Indoor Arena. After unloading, livestock trailers can park in the grassy area south of the campgrounds. Vehicles are allowed inside the arena to load/unload only and must be removed immediately after.

5. Livestock must be kept at least 25' away from the concession stand.

6. Livestock are not allowed in front of, alongside of, or behind bleachers, restrooms, concession stand, office, or exits.

7. If kitchen is rented, the kitchen and all equipment must be cleaned immediately following the event. Frying food is prohibited in the kitchen. No food is to be left in the kitchen after the end of the event. "Microwave In Use" signs should be prominently displayed by tenant or their concessionaire when applicable.

8. Use of Indoor Arena and warm-up arena is limited to contracted dates and times only.

9. Aisles must be kept clear at all times. Due to limited space and safety considerations, vendors are not permitted to block paths or exits inside the Indoor Arena building.

10. The warm-up arena may only be used with rental of the Indoor Arena.

11. Tenants will be charged to use Barn C.

12. Tenants are required to sign the county's General Release of Liability prior to use of the Indoor Arena.

13. Livestock are not allowed to stay overnight in the warm-up arena or the Indoor Arena without prior approval from Fairgrounds staff.

OUTDOOR ARENA

SIZE

Arena: 300' x 180'
Kitchen: 20' x 40'

SEATING CAPACITY
Permanent Bleachers: 5500

AVAILABLE FOR RENTAL

Arena: dirt floor, arena watered/worked once daily, loading ramp, warm-up arena, bucking chutes, holding pens, elevated announcer's booth, storage/computing shed, stock tanks, 220 and 110 electrical outlets at announcer's booth, ticket booth, PA system, permanent bleachers, restrooms, keys.

Kitchen: Limited menu items are allowed to be prepared in this kitchen, sink, hand sink, refrigerator, counter space, 220 electrical outlet, and indoor and outdoor service windows.

RULES

1. Public parking is available in the North Lot. Handicapped parking is available in the North Lot.

2. Loading and unloading of livestock must be conducted east of the Outdoor Arena. Livestock trailers should park in the grassy area south of the campgrounds or in the eastern portion of the North Lot. Vehicles are allowed inside the arena to load and unload but must be removed immediately after.

3. Livestock are not allowed to stay overnight in the warm-up arena or the Outdoor Arena without prior approval from Fairgrounds staff. Holding pens at the Outdoor Arena should be used for this purpose.

4. Use of the Outdoor Arena and warm-up arena are limited to contracted dates and times only.

5. Tenant must staff the ticket booth and provide security for this area.

6. Tenant must empty and clean water troughs immediately after event.

7. If kitchen is rented, the kitchen and all equipment must be cleaned immediately following the event. No food is to be left in the kitchen after the end of the event. "Microwave In Use" signs should be prominently displayed by the tenant or their concessionaire when applicable. Frying food is not allowed in the kitchen.

8. The Boston Road entrance should be used for all events being held in the Outdoor Arena.

9. Tenants are required to sign the county's General Release of Liability prior to use of the outdoor Arena.

PARKING LOTS

MIDWAY

CAPACITY

500 vehicles (estimate) 350 x 410

NORTH LOT

CAPACITY

1,500 vehicles (estimate) West side 485 x 580 / East side 250 x 580

SOUTH LOT

CAPACITY

1,000 vehicles (estimate) 418 x 560

PICNIC SHELTER & PARK

SIZE

Grassy Area: 350' x 450'
Shelter: 40' x 40'

INCLUDED IN RENTAL FEE

Restrooms [2] (opened seasonally)**,** block & steel grills [4], picnic tables [10] (seat approximately 8-10 people each), electricity (limited), lighting, volleyball net & play area, horseshoe pits [2], waste receptacle, water (seasonal).

*The Picnic Shelter and Park is not available on July 4th or during the Boulder County Fair.

RULES

1. No loitering is allowed.
2. Parking is available in the South Lot.
3. No vehicles are allowed within the confines of the Picnic Shelter without prior approval from Fairgrounds staff.
4. No horses/livestock are allowed within the confines of the Picnic Shelter.
5. Fires are allowed in grills only.
6. Amplified music is allowed only at reasonable levels and only during the hours of 10 a.m. and 10 p.m.
7. Tenant must provide charcoal, starter fluid, volleyball, horseshoe stakes and horseshoes.
8. Additional portable toilets must be provided, at tenant's expense, for events with 100 or more people attending.
9. Beverages with 3.2% or less alcohol content may be served.
10. Alcoholic beverages may be served/sold and 3.2% beer/wine may be sold if the group serving/selling the alcoholic beverage is an adult non-profit organization with an approved Special Events Permit from the Board of County Commissioners. Tenant must provide the county with a Certificate of Liquor Liability Insurance naming Boulder County as an additional insured at least 60 days before the event.
11. Tenants wishing to have large events (over 100 people), pig roasts, musical events, dog shows, etc., at the Picnic Shelter, must discuss arrangements with the Fairgrounds Scheduling Coordinator at the time of contracting. Special limitations/requirements may apply.

PUBLIC PRACTICE ARENA

CAPACITY

10 horses

RULES

1. The public practice arena is open for public use at no charge seven days a week from sunrise to sunset; however, Fairgrounds management reserves the right to prohibit use of the arena if such use interferes with the operation of other events.

2. Use of the practice arena is on a first-come, first-served basis.

3. The practice arena cannot be reserved.

4. Use of the practice arena is limited to one hour per use.

5. Livestock cannot be left in the practice arena.

6. The public practice arena will be watered/worked as time allows.