

**Lincoln County Fairgrounds
880 NE 7th St.
Newport, OR 97365**

Message phone (541) 265-5747

Lincoln County Fairgrounds Rental Agreement

NAME OF APPLICANT _____

NAME OF BUSINESS/ORGANIZATION _____

MAILING ADDRESS _____

CITY/STATE/ZIP _____

CONTACT PHONE # _____

E-MAIL ADDRESS _____

- | | | |
|--|-----------------------------|---------------|
| I am applying to use the:
(Please circle buildings requested) | 1) Main South Gates | Key F1 _____ |
| | 2) All Other Gates | Key F2 _____ |
| | 3) Main Exhibit Hall | Key F3 _____ |
| | 4) Restrooms | Key F6 _____ |
| | 5) Indoor Arena | Key F8 _____ |
| | 6) Livestock (4-H) Building | Key F9 _____ |
| | 7) Harney St. Bldg. | Key F10 _____ |
| | 8) Stage | Key F11 _____ |
| | 9) Outdoor Arena Booth | Key F12 _____ |
| | 10) Portable Ticket Booths | Key F15 _____ |
| | 11) Dumpster | Key _____ |

Dates requested: _____
(including set-up & clean-up)

Between the hours of: _____

Approximate # of people who will attend: _____

Checklist:

- _____ 1) Rental Agreement
- _____ 2) Rental & deposit fee schedule
- _____ 3) Addendum – Building Rental Rules
- _____ 4) Addendum – Alcohol Policy
- _____ 5) Certificate of Liability Insurance, naming Lincoln County, Lincoln County Fair, and their officers, employees, and agents as an insured.
- _____ 6) Certified Security Coverage

Lincoln County urges all renters to review the following City of Newport Ordinances. Ordinances can be found on their web-site (City of Newport Municipal Code), <http://www.thecityofnewport.net/dept/adm/documents/NewportMunicipalCode.pdf> or by calling (541) 574-0629.

1) City of Newport Ordinance - Chapter 8.15 – Noise. This ordinance must be adhered to. A violation of this ordinance could be grounds for refusing future rental requests.

2) City of Newport Ordinance - Chapter 4.05 – Business License. This ordinance may apply.

Charges

Building rental \$ _____
 Grounds/Lawn rental \$ _____
 Additional building rental \$ _____

Refundable Deposits

Security/Damage Deposit \$ _____
 Cleaning Deposit \$ _____
 Key Deposit \$ _____

Total Charges \$ _____

Total Deposits \$ _____

***** Please write separate checks - 1 check for event, & 1 check for deposits.**

Reservation Deposit \$ 100.00

Date Reservation Deposit received _____

(Reservation deposit is non-refundable – if rented, deposit will be applied to rent.)

Date Total Charges received _____

Date Deposits received _____

SIGNATURE OF USER _____
 /REPRESENTATIVE

DATE _____

SIGNATURE OF FAIR _____
 REPRESENTATIVE

DATE _____

LINCOLN COUNTY RENTAL RULES AND REGULATIONS

1. The user assumes responsibility for damage to the rented building and/or area and its amenities during the time of usage, including any time rented for set-up and breakdown. Any property damaged beyond normal wear and tear may be replaced or repaired at the option of Lincoln County at the user's expense. Liability will be the actual repair or replacement cost and will not be limited to the security deposit specified as a damage & cleaning deposit.

Initials _____

2. In the event there is damage to the Fairgrounds or its amenities, Lincoln County or its appointed agent will notify the undersigned user of the nature and extent of the damage. Lincoln County will provide an appraisal of the repair or replacement within 30 days of the event. The user will be billed for any amount that exceeds the damage/cleaning deposit.

Initials _____

3. The user agrees to indemnify and hold Lincoln County, its employees, Agent or any others affiliated with Lincoln County harmless for any and all loss or damages, whether caused or occasioned by the negligence of Lincoln County, its employees, agents and others affiliated with Lincoln County, or any other persons whatsoever, arising from the use, operation or rental of said building and/or area.

Initials _____

4. The user agrees to leave the building and grounds in as good or better condition at the end of the event. Any additional clean-up required after the event will be billed to the user at a rate of \$30.00 per hour.

Initials _____

I understand and agree:

_____ A person in charge of the event must be in attendance at all times during the event.

_____ I have read & signed the Alcohol Policy form.

_____ All guests must remain in the vicinity of the building/area rented and are not allowed to roam the Fairgrounds or enter other buildings.

_____ A person in charge must keep the guests off the outdoor stage unless rented for the event.

_____ Fog or smoke devices are not allowed inside buildings.

_____ Smoking inside the buildings is not allowed. Smoking is limited to the specified areas outside. All cigarette butts must be placed in appropriate receptacles. Cigarettes left on the ground must be cleaned up by user.

_____ If the fire alarms sounds, a person in charge will instruct all guests to evacuate to a safe distance outside the building until such time as the Fire Department allows re-entry.

_____ A person in charge will not allow anyone to interfere with the fire alarm system.

_____ All vehicles must be parked in designated parking areas. No vehicles are to be parked in the Fire Lanes surrounding the buildings.

_____ Vehicles can be parked on the Fairground, ONLY DURING THE EVENT. No vehicles may be left on the Fairground property overnight without the express written consent of Lincoln County.

- _____ No alcohol will be allowed at events for children.
- _____ A person in charge will assure that all garbage is placed in containers provided for the event.
- _____ The event representative agrees to immediately pay for any damage or cleaning that exceeds the deposit amount.
- _____ If decorations are used, only painter's tape (low adhesive) can be used on any surfaces. No holes may be made in Fairgrounds' property. Remove all decorations and attachments. Use a step ladder to put up decorations. DO NOT stand on chairs.
- _____ No alterations can be made to the buildings or grounds without the express permission of Lincoln County. This includes, but is not limited to, installation of equipment, installation of wiring, cable or other devices or any alteration of the building.
- _____ The Exit doors must be unlocked and cannot be blocked during the event.
- _____ Unless otherwise specified, all events must end by 10 p.m. Sunday – Thursday and 11:00 p.m. Friday – Saturday. Any event permitted to end later than the specified hours must have security present.
- _____ **Noise that may cause inconvenience, annoyance or alarm to others is not permitted. Any event that generates excessive noise, must take place between the hours of 7:00 a.m. – 10:00 p.m. only and must comply with City of Newport Noise Regulations found in the Newport Municipal Code.**
- _____ **In case of an emergency, such as a fire, dial 911. In the case of a non-emergency, the LinCom number is:**

(541) 265-4231.

OUTDOOR/ANIMAL EVENTS

- _____ Event representatives are responsible for removal of all animal waste, feed, straw and garbage.
- _____ Event representatives are responsible for cleaning up bathrooms after the event (if used).
- _____ Event representatives are responsible for cleaning up staging area, grounds, wash station and trailer areas (if used).
- _____ Event representatives are responsible for cleaning up the Announcer's Booth (if used).

Printed Name _____

Signature _____

Date _____

Names & phone #s of event representatives

1) _____

Phone # _____

2) _____

Phone # _____

3) _____

Phone # _____

4) _____

Phone # _____

5) _____

Phone # _____

6) _____

Phone # _____

LINCOLN COUNTY FAIRGROUNDS

BUILDING RENTAL RULES

In addition to the rental contract, the following rules are in force:

- No fog machine or similar device may be used in the buildings as they will set off the smoke alarms.
- No alcohol is allowed on any portion of the Fairgrounds unless consent has been given by Lincoln County, & Alcohol Policy has been signed.
- No nails or tacks to be put on any Fairgrounds property. Painter's tape (low adhesive) is allowed.
- All decorations must be flame retardant in accordance with fire code.
- All exit lights must remain uncovered and visible.
- No smoking is allowed in any building or within 25 feet of any entrance/exits of any building on the Fairgrounds.
- At midnight, music must be shut off or turned down so it can't be heard outside of the building.
- Propane usage is allowed with Lincoln County's prior consent.
- Clean up after your event, including but not limited to:
 - Sweep floors & mop spills
 - Empty trash in building & dispose of in provided receptacles outside
 - Sweep restrooms & wipe down all counter-tops & sinks
 - Take down any and all decorations
 - Pick up trash in front of building
 - In kitchen, wipe down stoves, refrigerators and counter-tops
- Deposit will be returned after the building is inspected. The deposit is available for return on the second business day after the inspection.

I have read and understand these rules.

Organization

Printed Name

Signature

Date

ALCOHOL POLICY FOR FACILITY RENTALS

No alcohol is allowed in any building or on the grounds of the Lincoln County Fairgrounds including the parking area without the expressed consent of Lincoln County. For those functions where consent has been given, the following rules must be followed:

- At any event where alcohol is available, the renter must provide, at their expense, a licensed server. A copy of the license must be provided to the Fairgrounds administrator prior to the event.
- The renter will also, at their expense, provide adequate licensed certified security to cover the event. A copy of the license and security certification must also be provided to the Fairgrounds administrator prior to the event. The entity can submit an "alternative" to a licensed certified security company, but the "alternative" security will generally entail having a DPSST certified police officer on site (off-duty officer is okay). We will also need to be provided with their name & DPSST number, & they need to agree not to drink alcohol themselves.
- Keys for the event will not be issued until this information is received and confirmed.
- The renter is solely and wholly responsible to ensure that all OLCC rules and regulations are followed.

_____ Yes, we will have alcohol at the contracted event and will abide by the Fairgrounds Alcohol Policy.

_____ No, we will not have alcohol at the contracted event and agree to police the buildings and parking area to ensure no alcohol is present at the event.

Organization

Printed Name

Signature

Date

2011 - Fairground Buildings Rental Fee Schedule (subject to change)

- 1.) Security to be provided by user as may be required and determined by event and Fair Group.
- 2.) Refundable security/damage deposit, cleaning deposit & key deposit required.
- 3.) Garbage Dumpster Provided (size depending on event needs).

Building fee considerations		Main Exhibit Hall (Includes Kitchen & East Hall)	East Hall with Kitchen	East Hall	Harney St. Bldg. (Includes restrooms & showers)	Indoor Arena	Outdoor Arena/ North Grounds	4-H Livestock Barn	Stage/ Grass Area (South Grounds)	*** Grounds - Each
Deposits										
Refundable Key Deposit	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$0
Refundable Security/Damage Deposit	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250
Refundable Cleaning Deposit	variable	\$300	\$300	\$300	\$300	\$50	\$100	\$50	\$100	\$100
TOTAL REFUNDABLE DEPOSITS	\$500	\$800	\$800	\$800	\$800	\$550	\$600	\$550	\$600	\$350

	Daily rent	1x	1x	\$500	\$200	\$150	\$300	\$225	\$450	\$200	\$375	\$325
	1 - 2 days	2x	2x	\$1,000	\$400	\$300	\$600	\$450	\$900	\$400	\$750	\$650
	3 - 4 days	4x less	10%	\$1,800	\$720	\$540	\$1,080	\$810	\$1,620	\$720	\$1,350	\$1,170
	5 - 6 days	6x less	10%	\$2,700	\$1,080	\$810	\$1,620	\$1,215	\$2,430	\$1,080	\$2,025	\$1,755
	7 - 8 days	8x less	15%	\$3,400	\$1,360	\$1,020	\$2,040	\$1,530	\$3,060	\$1,360	\$2,550	\$2,210
	9 - 10 days	10x less	15%	\$4,250	\$1,700	\$1,275	\$2,550	\$1,913	\$3,825	\$1,700	\$3,188	\$2,763
	11 - 15 days	15x less	20%	\$6,000	\$2,400	\$1,800	\$3,600	\$2,700	\$5,400	\$2,400	\$4,500	\$3,900
Monthly	16-31 days	31 x less	40%	\$9,300	\$3,720	\$2,790	\$5,580	\$4,185	\$8,370	\$3,720	\$6,975	\$6,045

*** Grounds - Each - North (by Outdoor Arena); East (by Animal Shelter), Central (East & slightly North of the Main Exhibit Hall), South (grass area near the stage), & the Parking Lot.

