

## RULES GOVERNING INTERIM RENTALS

1. **RESERVATION:** Reservations will be considered “firm” ONLY WHEN THE “Request for Interim Use” form has been signed by the applicant and a 20% non-refundable deposit (see Item 3 below) has been paid. The Association reserves the right to accept or reject any requested reservations.
  
2. **RENTAL PERIODS:** Payment of a daily rental fee entitles the renter to use the room or facility for a 24 hour period only, beginning at 8:00 am on the day of rental; two or three day rental fees cover rental of the facility for 48 or 72 hours respectively, beginning at 8:00 am on the first day. NO ADDITIONAL TIME FOR PREPARATION OR CLEAN-UP WILL BE ALLOWED FREE OF CHARGE. Set-up or tear-down time will be charged at one half (1/2) the Daily Basic Rental Rate.
  
3. **FEES, DEPOSITS & PAYMENTS:**
  - Rental Fees: Set by the Board of Directors annually (non-negotiable).
  - Tables & Chairs: Tables \$1.00 each, Chairs (brown padded) \$0.50 or (black padded) \$1.00 each per event.
  - Labor Fees: \$20.00 per man-hour, with a two hour minimum, two (2) people.

A non-refundable deposit equal to 20% of the Basic Rental Fee is payable on reservation. All other fees (balance of rentals fee plus estimated labor charges, cleaning deposit, etc. are payable in full prior to the beginning of the rental period; the Association reserves the right to require a cash bond in advance to cover damages or other expenses. Any amount paid for man-hours in excess of those actually worked will be refunded to the renter.
  
4. **SET-UP LABOR:** The Association maintenance staff will place requested tables, chairs, etc., in place for the event and return same to storage carts following the event only upon request and at the rate of \$20.00 per worker – 2 workers minimum, A diagram for set-up will be furnished to the fairgrounds office one (1) week prior to the scheduled event.
  
5. **PERMITS/LICENSES:** Renter shall ascertain if any permits or licenses are required by local or state agencies, and obtain same. A permit from the California Alcoholic Beverage Control Board is **REQUIRED** whenever alcoholic beverages are sold or being served.
  
6. **INSURANCE:** Liability insurance is required by the State of California for most events held on the Association’s grounds; when required, evidence of same as specified in the “Insurance Statement. F-13” or in the Rental Agreement (Form F31) must be provided no later the SEVEN working days prior to the rental period. For hazardous activities this evidence of insurance must be provided at least SIX WEEKS prior to the event. Renter is NOT insured by the State of California for liability or property damage; any property damage becomes the responsibility of the renter.
  
7. **SECURITY:** Each renter shall provide security adequate to protect the general public and the Association’s property during rental period as determined by the Association. Uniformed security officers must be on duty at all times during events serving alcohol and while alcohol is present.
  
8. **ELECTRIC MESSAGE CENTER:** Any event held on the fairgrounds can have a message on the electric message center for one (1) week at no charge. For a period longer than one week the renter will pay the regular price. Businesses that are located on the fairgrounds will have free advertising on the message center.

9. **ALCOHOLIC BEVERAGES:** Alcoholic beverages may not be served or sold without advance written permission from the Association. Such beverages may be sold at commercial dance/concerts when minors are in attendance, provided an area approved by the Association is set aside and consumption, and a uniformed security officer is present at the entrance. See also “PERMITS/LICENSES” (item #5 above). Liquor Liability Insurance must be provided by the renter or his caterer for any activity involving the sale of alcoholic beverages. Under no circumstances will minors be served alcoholic beverages at any event, either public or private. Pursuant to the provisions established in the Alcohol Management Policy. **NO SERVING OF ALCOHOL AFTER MIDNIGHT.**
10. **FOOD & NON-ALCOHOLIC BEVERAGES:** Renter may serve food and non-alcoholic beverages during his/her event, unless specifically prohibited by the Rental Agreement (Form F-31) or by law. Beverages must be served in paper, plastic or Styrofoam cups, under no circumstances will beverages be served in the bottle or in cans.
11. **KEYS:** Keys for the facilities rented may be picked up at the office of the Association by 5:00 p.m. on the last working day prior to the rental period and must be returned there on the first working day after the event.
12. **RESPONSIBILITIES:** In return for rental, the Association will provide the facilities designated in a clean and orderly condition; utilities, tables, chairs and equipment (including cleaning equipment) normally needed for interim events; a reasonable quantity of the rest room supplies and trash can liners; posting of Renter’s event on Association’s message sign adjacent to Highway 101 (if desired) one week prior to the event. For further responsibilities, see Exhibit A-1.

If, because of renter’s event, the Association incurs extraordinary expenses for moving of equipment; supplies, utilities; rental of drapery panels; or repairs, renter will be charged for same on an actual cash basis or a negotiated flat fee. A list of equipment rental fees is available in the fairgrounds office.

Renter will use only mounting putty, uhu tac, stick-um (no tape, staples, push pins nails, etc.) to affix decorations to walls. Renter will remove all decorating items at the end of the rental period. Renter assumes full responsibility for care of premises and equipment used and for the conduct of attendees.

13. **SMOKING:** No smoking is allowed in State Buildings.
14. **BUILDING RENTAL FOR EVENTS HONORING MINORS, ie. Baptisms, Birthday Parties, etc:** Alcohol must be served by a non-profit group or business that holds a current ABC License. Security must be present. The fair will determine the number of security needed. **NO SERVING OF ALCOHOL AFTER MIDNIGHT.**