ROCK COUNTY FAIRGROUNDS FACILITIES, DEPOSITS, FEES

PROCEDURES AND RULES

**INTRODUCTION**

The Rock County Fairgrounds is located at 1301 Craig Avenue, Janesville, Wisconsin. The 18.5 acre fairgrounds is owned by the County of Rock. The Rock County Agriculture & Extension Education Committee is the governing county committee responsible for the control and management of the fairgrounds and facilities. The Fairgrounds Manager is the authorized representative of the Agriculture & Extension Education Committee and is responsible for the day to day administration and operation of the fairgrounds.

The Rock County Fairgrounds is open year-round and is home of the Rock County 4-H Fair held during July. The Rock County 4-H Fair Association has full use of the fairgrounds each year from July 1st through the first full week in August. In addition, the Blackhawk Building serves as home of the Blackhawk Curling Club from September 15th to April 15th each year. The Craig Center building is heated and available for rent/use year-round except for the period when the grounds are under the control of the Rock County 4-H Fair Association. The Fairgrounds can be rented for a multitude of events including fundraisers, craft and art fairs, livestock shows and sales, wedding receptions, car shows, educational meetings, 4-H/FFA events among others.

1. **Reservations** for use of the facilities will be made through the Fairgrounds Manager, Brian Paul, who can be reached at *608-449-5447*. Reservations are made on a first-come, first-serve basis and approved by the Agriculture & Extension Education Committee. The County reserves the right to refuse event bookings when it is of the opinion that the event may cause undue or unusual damage to the facilities or deemed not an appropriate use of the facilities.
2. **Contract Agreement** between Rock County and the partyrenting the fairgrounds facilities is processed upon approval by the Agriculture & Extension Education Committee. Contract Agreements are typically processed 60-90 days in advance of the event. Signed contract along with appropriate fees/deposits must be returned within 30 days to the Rock County UW Extension Office, Rock County Courthouse, 51 S. Main Street, Janesville, WI 53545. Contracts not returned within the specified timeframe may result in the loss of the reserved event date.
3. **Cancelation** of reservations are required 30 days in advance of event date in order to receive a full refund of rental fee. Cancelation of less than 30 days prior to event will result in forfeiture of 50% of the rental fee unless the event is booked within 30 days of event.
4. **Deposits & Fees –** These amounts are subject to change as utility and maintenance cost increase.
5. Refundable Deposit: A refundable clean-up deposit of $100 will be required for use of the Craig Center. Use of the entire fairgrounds facility, livestock barns or grandstand area will require a refundable deposit not to exceed $500. The Fair Manger or maintenance staff will inspect facilities after each use and upon approval, the deposit will be returned. Clean-up not performed per the Clean-up Check sheet (attachment 1) will result in forfeiture of deposit.
6. Refundable Key Deposit: A $100 key deposit is require prior to obtaining keys to the fairgrounds and buildings. Deposit shall be a separate check made payable to the County of Rock. Failure to return key(s) within 24 hours of event or left locked in the designated building will result in forfeiture of key deposit. Keys will be available for pickup from the fair maintenance staff the week of the event.

Rental Fees: The following rental fees are in effect for 2015:

For Profit Events/Organizations

Monday – Thursday: $385/day

Friday – Sunday: $420/day

Non Profit Event/Organizations

Monday – Thursday: $290/day

Friday – Sunday: $305/day

1. An additional $70/day heat surcharge will be assessed for use of the Craig Center from November 1st through April 1st.
2. Rental fees for events using multiple facilities or entire fairgrounds will be negotiated at time of booking event with the Fairgrounds Manager.
3. Clean-up/Damage Fee: In addition to the deposit, additional clean-up/damage money may be charged at a rate of $15/man hour for clean-up or for additional damage/materials.
4. Use/sale of Alcohol: Alcohol is not allowed on the Rock County Fairgrounds unless a temporary liquor permit is issued at the time the contract agreement is processed. The fee for the temporary permit is $50 for county residents and $100 for nonresidents. Permit allows fermented beverages to be served for private events such as wedding receptions. Alcoholic beverages cannot be sold on the fairgrounds.

**E. Insurance Requirements:** Lessees per contract agreement shall indemnify and hold harmless the County of Rock, its officers, and employees from and against all claims, damages, losses and expenses resulting from the lease of the fairgrounds premises. Lessee shall have its insurance company formally endorse the terms of the contract agreement and provide a certificate of insurance to be include with contract agreement.

**F. Fairgrounds Use by County Departments, Rock County 4-H Fair Association and 4-H/FFA Clubs:** The fairgrounds facilities may be used at no charge based on availability. Paid events will take precedence. The following are procedures County Department usage:

1. Reservations/cancelations must be made with the Fairgrounds Manager at *608-757-5694 from 8 am – 12 noon & 1 pm – 5 pm. Other hours please leave a message with your name, contact number and the best time to call and your call will be returned.*  Designate the contact person who will assume responsibility for the event.
2. Users are required to complete clean-up requirements as specified in Clean-Up Check List at completion of event.
3. Failure to comply with clean-up or general use requirements will result in clean-up/damage fee being assessed to the County Department or Club sponsoring the event. Misuse of the fairgrounds facilities may result in the group or County Department not being allowed to use the fairgrounds in the future at no charge.
4. **Keys to buildings and grounds: Contact the Extension office *at 608-757-5694* to make appropriate arrangements for pick up and return between the hours of 8-12 & 1-5 Monday through Friday. Keys will only be available during these times.**
5. Tables and chairs are owned by the Rock County 4-H Fair Association. Contact the 4-H Fair Office at *608-755-1470* to ensure availability. *Hours are 8 am – 5 pm. If no one answers, please leave a message with your contact information.*
6. Trash must be removed from buildings and grounds at the conclusion of the event. Trash may be placed in the dumpster located next to the Henke Building. However, if you plan to put all your trash in the dumpster, there will be a $50 charge for dumpster use.
7. All other general rules for use of fairgrounds facilities will apply.

 **General Rules**

Following are the general rules for use of the fairgrounds and facilities:

1. Reservations must include designated contact person who will assume responsibility for usage.
2. No smoking is allowed in buildings including livestock barns and restrooms.
3. Organization and/or designated person using the facilities is responsible for set-up, take-down and clean-up. Refer to Clean-up Check Sheet for specific responsibilities.
4. Organization and/or designated person is responsible at their expense for arrangements for trash removal from the fairgrounds unless other conditions are noted in contract agreement.
5. Tables and Chairs are available for rent by the Rock County 4-H Fair Association. Contact the 4-H Fair Office at *608-755-1470* for availability and rental information.
6. Parking is limited to blacktop areas on the fairgrounds unless special arrangements have been made with Fairgrounds Management. This is especially important during time of wet weather conditions. Additional parking is available on streets adjacent to fairgrounds.
7. Security arrangement are the responsibility of the organization and/or persons using the facilities.
8. Banners advertising upcoming events may be placed on the security fence 2 weeks in advance of the scheduled event. Banners are to be removed within 24 hour of conclusion of the event.
9. The Rock County Fairgrounds does not offer campsites or campground facilities.
10. Alcoholic beverages are not permitted on the fairgrounds unless a temporary liquor permit is obtained at time of booking. The temporary liquor permit allows fermented beverages to be served at private events such as wedding receptions. Sale of alcohol is prohibited.
11. Music is limited to the Craig Center after 8:00 p.m. except during the Rock County 4-H Fair. Band and/or music must conclude by 10:00 p.m. unless otherwise noted in contract.
12. Events must conclude by 11:00 p.m. unless authorized by the Fair Manager.
13. Livestock show and sale organizers are responsible for removing manure and bedding from fairgrounds within 24 hours of conclusion of event.