

# GENERAL RENTAL CONDITIONS

**READ CAREFULLY** -- It is the renter's responsibility to become familiar with all rental conditions. Renter will be held liable for all charges outlined in these general conditions. Any financial transactions must be made in the Administration office where the renter will receive a written receipt.

1. **RENTAL FEE:** The rental fee is to be paid in full at the time reservations are made. **The rental fee is non-refundable, as we are holding the date for your event.**
2. **DEPOSIT:** \$200.00 *Cleaning deposit* will be collected and is due 30 days prior to the event which is refundable within 10 business days by check.
3. **ADDITIONAL EQUIPMENT:** If total fees for requested items (tables and chairs, etc.), exceeds the rental fee, the fair will require additional monies prior to event. Any funds not used will be refunded within 10 business days by check.
4. **EVENT HOURS:** Rental rates include use of the facilities (based upon availability) from 9:00 a.m. to 1:00 a.m. Renters must plan their events to comply with the 1:00 a.m. curfew (**11:00 p.m. for outside activities**) established by the fair. All time after 1:00 a.m. will be billed at the rate of \$75.00 per hour from 1:00 a.m. to 7:00 a.m. Early entry is at \$50.00 per hour from 7:00 a.m. to 9:00 a.m.
5. **DECORATING TIMES:** Renter may have access to facility (based upon availability) between the hours of 12:30 p.m. and 4:30 p.m. the day prior to event at no charge. \$40.00 per hour will be charged for any additional hours requested. Arrangements for additional hours must be made and approved in advance.
6. **DECORATING:**
  - A. Pursuant to State Fire Marshal regulations, all decorating materials must be flameproof. Candles (lighted or not) may not be used as part of the decorations. Battery candles are allowed.
  - B. Decorations may **not** be attached to the buildings by using nails, staples, tacks, or cellophane tape. Masking tape or painter's tape is permitted. Glitter, Confetti or rice may **not** be used in the buildings.
7. **CLEANUP:**
  - A. Tables must be covered with paper or some other material, tablecloth and cleaned after the event.
  - B. Everything brought into the building by renter (food, alcoholic beverages, decorations, etc.) must be removed by renter at the conclusion of the event. Trash receptacles and first trash liners provided by fair.
8. **ADDITIONAL FEES:**
  - A. Setup of tables and/or chairs acquired from a source other than the Merced County Fair (50¢ per chair, \$1 per table, \$25 minimum charge). Contact fair office to obtain quote for setup of other items acquired from outside source.
  - B. Changes in original, requested setup (\$50 minimum charge).
  - C. Extraordinary electrical requirements (\$150 per hookup).
  - D. Repair costs will be charged to responsible individual(s) for any damage to fair property.
  - E. \$25.00 will be charged if a duplicate contract has to be issued by the fair office.
  - F. \$50.00 will be charged anytime the fairgrounds is opened for the specific purpose of removing a vehicle
9. **FACILITY ATTENDANT:** A facility attendant will be on duty whenever the fairgrounds are open. The facility attendant is not on duty in a janitorial capacity, but is there to oversee the facilities and utilities. Renters are not to tamper with electrical panels, switches, heaters, coolers, PA systems, etc. The facility attendant can be reached by phone at all times for assistance. **(209)564-6670**

10. **SECURITY REQUIREMENTS:** Security for each event will be determined by the City of Merced Police Department.
- Non-profit and public events:** We will contact the police department on your behalf, and advise you the number of security guards they will be requiring for your event
- Private receptions** (Wedding, Quinceanera and Baptism): Merced Pavilion, Yosemite Hall and Half Dome Hall - Six (6) guards from start until end of event. Tioga & San Joaquin - Four (4) guards required from start to end of event. Other (areas or buildings) - Determined by police department based on event.
11. **DANCE PERMITS:** The City of Merced requires renters to obtain a dance permit for public dances. The website for the form is <https://www.cityofmerced.org/depts/police/forms.asp>. All forms must be filled out and then mailed or dropped off at the central police station located at 611 W. 22<sup>nd</sup> Street, Merced, CA. Please note it clearly states "All dancing and music shall cease at or before 1:00 a.m. Monday through Friday and cease at 1:30 a.m. on Saturday and Sunday".
12. **INSURANCE:** All renters will be required to provide evidence of insurance protecting the legal liability of the State of California and the 35th District Agricultural Association from occurrences as to bodily injury and property damage. A **\$1,000,000** General Liability Insurance Certificate is required. Additional information for coverage required, items to be listed on the Certificate of Insurance, and alternative sources for insurance, can be obtained from the fair office.
13. Approval must be obtained prior to hanging any banners/signs on the fairgrounds.
14. All buildings are "**Non-Smoking**" facilities. The buildings must remain smoke free at least 20' from all doorways. Renters must comply whether the event is private or public.
15. Absolutely no parking will be permitted in areas marked "No Parking" or on the grass.
16. Distribution of "flyers" on the fairgrounds is forbidden.
17. **ALCOHOL:** Any renter planning to sell alcoholic beverages must obtain a valid liquor license from the Department of Alcoholic Beverage Control in Stockton. During the function, the license must be posted at the bar serving area. Selling includes:
- A. Direct sales of alcoholic beverages.
  - B. Selling of drink tickets to exchange for alcoholic beverages.
  - C. Including alcoholic beverages in the price of a ticket for the function (dinner ticket, dance ticket, etc.).
- As a general rule, anytime money is collected by the renter and in turn, the renter provides alcoholic beverages, a liquor license is required.
- A letter issued by the fairgrounds giving permission to sell alcoholic beverages is needed by the renter prior to making application to the Department of Alcoholic Beverage Control.
18. **ALCOHOL SERVING TIMES:** When alcohol is permitted, renter must stop serving one hour prior to the end of the event or no later than 11:00 PM, whichever comes first. Alcohol may not be consumed outside of the building.
19. **BEVERAGE CONTAINERS:** Beverages may be served from cups, plastic bottles or aluminum cans except when fair management or law enforcement deems serving from anything but cups to be potentially hazardous. Glass bottles will only be allowed at approved banquets. Bottles and cans must be opened before served to guest or customer.
20. **UNATTENDED CHILDREN:** For liability reasons, we ask that children not be left unattended outside the buildings. It is not the Security Guards' responsibility to monitor and watch them, it is the renter's.