



<b>Policy Name:</b>	Authority and Use of the Fred R. Field Western Heritage Center		<b>Policy Number:</b>	5.2.4
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All policies are subject to amendment. Refer to the Gunnison County website ([www.GunnisonCounty.org/Policies](http://www.GunnisonCounty.org/Policies)) for the official, most recent version of any policy adopted by the Gunnison County Board of County Commissioners.

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**1. General Information and Policies**

**1.1. Fairgrounds Information**

**a) Mission Statement**

The mission of the Gunnison County Fairgrounds is to strengthen and improve our local community by providing a range of premier facilities that stimulate learning, promote agriculture, enhance equestrian activities, and showcase and support our rich cultural heritage with diverse public and private events.

**b) Purpose**

The purpose of the Gunnison County Fairgrounds Policies, Procedures and Operating Standards Manual (“the Manual”) is to provide a fair and consistent guideline for the use and rental of the Fred R. Field Western Heritage Center (“the Fairgrounds”/ “the Center”). Fairgrounds facilities are available for use, and for rent, by the community and the general public (“the User”). We strive to offer a safe environment in quality facilities with services to assist you with your event, with the goal of creating the best experience possible for the citizens of Gunnison County and for all those who use and attend events at the Fairgrounds. The guidelines in this Manual help us provide our facilities at reasonable cost, while also helping us to be good stewards of the resources provided by the Gunnison County Board of County Commissioners (BOCC) and the taxpayers of Gunnison County.

The costs of rental of the facilities ensure the cleaning, maintaining and sustainability of the Gunnison Fred Field, and ensuring the stability of the facility for Gunnison County.

The Board of County Commissioners of Gunnison County owns and oversees the buildings, improvements, maintenance and use of the Fred R. Field Western Heritage Center. The Board of County Commissioners create policy and delegate appointed directors’ power to control, manage and supervise the buildings and property, and to adopt such orders, rules or regulations as are reasonably necessary for the administration, protection and maintenance of such buildings and property.

The facilities available for public use are:

- Esty Room

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- Van Tuyl Room
- McDonough Room
- Hartman Room
- Commissary Commercial Kitchen
- Outside Pavilion
- Outdoor Arena
- Warm up Arena
- Stalls and Outdoor Pens
- Parking Lots
- R/V Electrical Sites

**c) Administrative Office (Fairgrounds Office)**

The Administrative Office of the Fairgrounds is located on the lower level of the Fred R. Field Event Center on the southeast side. The office is open to the public Monday through Friday from 8:00 AM to 5:00 PM excluding weekends and holidays.

**1.2. General Rules, Requirements, and Assumptions**

**a) Governing Law**

Gunnison County Fairgrounds is owned by the County of Gunnison, Colorado, and is primarily provided for the use and enjoyment of the citizens of Gunnison County. Use of this facility is governed by, construed, and enforced in accordance with City of Gunnison Ordinances, the laws of the State of Colorado, and the laws of the United States of America. The venue for all legal proceedings hereunder shall be Gunnison County, Colorado.

**b) Insurance Requirements**

Liability insurance may be requested for all events held at the Fairgrounds, per the discretion of Fairgrounds Management. No individual or organization shall be allowed to use the facilities at the Fairgrounds unless all requirements for insurance are met. These requirements pertain to all users, other than open and reserved riding, and stall and pen rentals. The County does not insure or furnish users with insurance coverage. Requirements are listed below.

- Comprehensive general liability insurance or the equivalent in an amount no less than Four Hundred Twenty-Four Thousand and No/100 U.S. Dollars (\$424,000.00) for injury to one person in any single occurrence; and no less than One Million One Hundred Ninety-Five Thousand and No/100 U.S. Dollars (\$1,195,000.00) for injur(ies) to two or more persons in any single occurrence (i.e., in the aggregate). By way of example only, a general liability policy with a \$1 million per-occurrence and \$2 million aggregate limit complies with this provision.

**c) Indemnification**

To the fullest extent permitted by law, the User shall indemnify and hold harmless the County, its officers, agents, employees and insurers from and against all claims, damages, losses, and demands, including court costs, attorney’s fees and expenses, due to injuries, losses or damages

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arising out of, resulting from, or in any manner connected with the User's event, or the County's Use Agreement, or if any such injury, loss or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by the act, omission, error, mistake, negligence, or other fault of the User, any officer, employee, representative or agent of the User, anyone directly or indirectly employed by the User, or anyone for whose acts the User may be liable; and the User shall reimburse the County for any and all legal and other expenses incurred by the County in connection with investigating or defending any such loss, claim, damage, liability or action. This indemnification shall not apply to claims by third parties against the County to the extent that the County is solely liable to such third party for such claim without regard to the involvement of the User. User's indemnification obligation hereunder shall not be construed to negate, abridge or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this section. In pursuant to Colorado Revised Statute (C.R.S.) 13-21-119, to the fullest extent permitted by law, a User shall indemnify and hold harmless the County and any of its officers, agents, employees and insurers from and against any losses, claims, damages or liabilities for which the County or any of its officers, agents, or employees may become subject to, insofar as any such losses, claims, damages or liabilities arise out of, directly or indirectly, the boarding of any animal on the Fairgrounds or in a Fairgrounds facility, or from any damage or injury caused by the User's animal(s) to anyone, or are based upon any performance or nonperformance by the User of the County's Stall Agreement; and the User shall reimburse the County for any and all legal or other expenses incurred by the County in connection with the investigating or defending any such loss, claim, damage, liability or action. All Users agree to disclose any and all hazardous or dangerous propensities of animals boarded at the Fairgrounds.

**d) Event Access by Staff**

Gunnison County Fairgrounds Staff are responsible for the management and maintenance of the Fairgrounds facility and have the right to access any location on the property at any time during any event.

**e) Licenses, Taxes, Fees, and Permits**

Special licenses and permits may be required for your event. Be certain to check with all applicable authorities to be certain you are in compliance at all levels of government. The User must obtain all permits and/or licenses required by applicable law, ordinance, resolutions and rules. Please provide copies of all required permits and/or licenses to the Fairgrounds Office fourteen (14) days prior to the event.

Special taxes and fees may be applicable. Any and all taxes, fees and assessments, including but not limited to, license fees, fees for permits, profits, sales or use taxes, personal property taxes or any other taxes that may be levied or assessed on the assets, shall be borne and paid by the User.

Users and vendors are responsible for payment of all sales or use taxes, assessments and/or fees in compliance with Gunnison County, the City of Gunnison, and the State of Colorado. It is the User and vendors' responsibility to collect and submit payment. Sales tax information can be found online at Colorado.gov.

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**f) Non-Discrimination Policy**

No User of any Gunnison County facility shall discriminate in the use of the premises against any person because of race, creed, color, religion, national origin, political belief or affiliation, age or sex, disability or sexual orientation.

**1.3 Facility Booking Information and Policies**

**a) Booking Events and Reservations**

The Fairgrounds facilities are available for public use, pursuant to the Gunnison County Use Agreement, payment of a use fee, and proof of general liability insurance, where requested by fairgrounds management. Users of the facilities will be charged the fees in effect on the date that the Use Agreement is signed and submitted to the County. Reservations for the use of the facilities shall be managed by the Fairgrounds Manager, or designee. Events may be booked up to twelve (12) months in advance. Events are booked on a first-come, first-served basis. The best practice is for the User to submit use/event requests in writing, preferably via email to [ajanssen@gunnisoncounty.org](mailto:ajanssen@gunnisoncounty.org), or via an online request form on the Gunnison County Fairgrounds website. Any event request made less than 30 days in advance is unlikely to be scheduled, unless facility availability and staffing allow. Any event request made for more than twelve (12) months in advance may be tentatively scheduled but cannot be guaranteed.

The steps shown below are a general guideline for booking your event; however, there may be additional requirements depending on the nature of your event:

- Contact the Fairgrounds office by phone (970-641-8561) or email ([ajanssen@gunnisoncounty.org](mailto:ajanssen@gunnisoncounty.org)) to determine the availability of the dates for the facilities requested. Availability calendars are available on the Fairgrounds website. An online reservation request form is available on the Fairgrounds website.
- Reserve the date with the Fairgrounds Staff, by phone or in person. Please be prepared with all necessary information regarding your event or activity (time, date, number of attendees, type of event, special needs, etc.).
- The facility will not be reserved until the Deposit has been paid in full and a Use Agreement is signed by both the User and the Fairgrounds Manager or designee. Applicants will receive a Policies, Procedures and Operating Standards Manual via email (or in print if requested) upon reserving a facility, which will also be available online at the Fairgrounds website. A signed agreement indicates the User accepts all terms as outlined in the Policies, Procedures and Operation Standards Manual.
- Large events, such as those with more than 60 percent of max occupancy, require Fairgrounds review/approval of the event at least 30 days in advance. Contact the Fairgrounds office to arrange a pre-event meeting to coordinate all aspects of your event.
- Refunds for deposits paid with cash/check/money order or card will be refunded when staff performs post event inspection.

**b) Use Agreement**

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All persons seeking facility reservations are required to execute a Gunnison County Fairgrounds User Agreement for use of any part of the Fairgrounds facility. Users must be eighteen (18) years of age or older to enter into a Use Agreement. Users are responsible for complying with this Manual, all rules/regulations of the Fairgrounds, and all local, State and Federal Laws. Users are responsible for assuring their participants and guests comply with all rules/regulations in this manual. The Use Agreement must be signed by both the User and the County before the release of advertising or publicity for an event.

**c) Right to Refuse/Cancel**

Gunnison County Fairgrounds Manager, or designee, reserves the right to refuse or cancel any event booking. Reasons for refusal may include but are not limited to the following: the event may cause undue or unusual damage to the facilities or may violate local, state, or federal laws, regulations, or rules; the event is deemed to not be an appropriate use of the Fairgrounds facilities based on a variety of reasons such as conflicts in scheduling, event type, saturation, excessive noise, or not aligned with Fairgrounds or County missions; a history of non-compliance or failure to meet requirements of agreements or contracts; a greater need by the county or emergency management teams for the greater good of Gunnison County and it's residence.

**d) Sharing of Facilities, Services and Non-Exclusive Agreement**

The use or availability of services and facilities is dependent on demand. The Fairgrounds is used for many activities, events, operations, and engagements and unless you have reserved the entire Fairgrounds and all of its facilities, it is likely that other events will be occurring simultaneously with your event. As a condition of the use of this facility, the User must agree to comply with established schedules and to cooperate in shared arrangements. The Fairgrounds Staff will inform Users of other events occurring on the same dates, whenever possible.

**1.4 Deposits, Fees, Payments, and Cancellation**

**a) Deposits**

A deposit is necessary to secure the booking date(s) and is due and payable at the time the Use Agreement is signed and submitted to the Fairgrounds office. An increased damage deposit may be required under circumstances deemed to be higher risk, including but not limited to parties, dances, and wedding receptions. Damage deposit refunds are processed after all invoices are paid and there is no money due for that event or event series. A full refund will be returned, without interest, within 45 days of the completion of the agreement if no charges are accrued against the deposit. To assure maximum return of deposit: (1) the facility must be left in a clean, usable and undamaged condition compliant with the Cleaning and Damage Policy and all personal property must be removed from the facility; (2) no extra charges accrued; (3) the User has adhered to the Fairgrounds Policies, Procedures and Standard Operating Manual; (4) all stalls and R/V electrical sites are paid. The Fairgrounds Manager reserves the right to make the final determination of any amount invoiced or retained from the deposit.

The User is held responsible for assuring that all guests, vendors, and attendees comply with these policies. If any charges are accrued, or costs are incurred by Gunnison County, these costs

will be withheld from the deposit. Any costs incurred above and beyond the deposit will be invoiced to the user and due within 30 days.

Upon approval of release of any deposit, the deposit will be issued as follows:

- If the deposit was paid via credit/debit card, the deposit will be refunded directly to the same card.
- Deposit refunds may only be issued to the person or entity who originally made the deposit.

Organizations that have multiple events or bookings may choose to leave their deposit with the Fairgrounds to be applied toward the next event within the same calendar year as long as all invoices have been paid. All deposits will be refunded by the end of the calendar year. If a series rolls over into another year a new deposit will be requested for that calendar year.

## **b) Fees**

Gunnison County Fairgrounds is owned by the County of Gunnison, Colorado, and is provided for the use and enjoyment of the citizens of Gunnison County. The costs of maintaining this facility are borne partially by the citizens of Gunnison County under the auspices of the Gunnison County Board of County Commissioners (BOCC), and partially by the direct users of the Fairgrounds. Fees are reviewed and approved by the BOCC.

### **(i) County and Government Usage**

Gunnison County Departments, Colorado State University Extension (CSU), and the Gunnison County 4-H office may reserve Fairgrounds facilities without being charged use fees, subject to availability of the facilities, up to one year in advance. Gunnison County Government Departments and Gunnison County CSU/4-H are not required to provide deposits, sign Use Agreements, or provide proof of insurance.

Governmental Users may not reserve a facility in their name for actual use by other groups or individuals. Third party users are acceptable if the Governmental User makes the reservation, and the event holds professional significance. A representative of the Government User organization must be present and designated as a point of contact. The Governmental User reserving the facility assumes all responsibility for adherence to policies and for all set-up, take-down, and clean-up of their events. All facilities and equipment must be left in good and working condition. Any damage must be reported to Fairgrounds Staff immediately.

Requests for reservations will be considered as late as fourteen (14) days before the start of the event, but earlier reservations are strongly encouraged. All Governmental Users should make a reasonable effort to cancel no less than thirty (30) days before a scheduled event. Habitual failure to cancel in a timely fashion may result in the inability to reserve facilities in the future. A pre-event planning meeting may be required with the Fairgrounds Manager no less than fourteen (14) days prior to the event start date.

### **(ii) Commercial Rates**

All policies are subject to amendment. Refer to the Gunnison County website ([www.GunnisonCounty.org/Policies](http://www.GunnisonCounty.org/Policies)) for the official, most recent version of any policy adopted by the Gunnison County Board of County Commissioners.

The Commercial Rate applies to any event where any fees are charged, including entry fees, gate admission, any on-line or advance ticket sales, or parking fees (parking fees must be approved by the Fairgrounds Manager).

**c) Fee Payment Responsibility**

All use fees are due and must be paid no less than fifteen (15) days prior to the first scheduled day. If the Use Agreement is being executed less than fifteen (15) days before the first scheduled day, then the full rental fee is due immediately upon execution of the Agreement.

If an invoice is submitted, payment will be due within fifteen (15) days after receipt of the event invoice. All fees, which are due in accordance with the Use Agreement, shall be delinquent after ten (10) business days of the due date. Unpaid accounts may be assigned to a collection agency or pursued through legal proceedings at the County’s election.

**d) Method of Payment**

Use fees and deposits for events at the Fairgrounds can be paid by cash, check, cashier’s check, money order, and credit/debit card. Payment by credit or debit card is subject to a service fee of \$.75 plus 2.25% of the order total for all payments. All checks, including checks for deposits, will be deposited and held until all invoices are paid after the conclusion of the event. Checks shall be made payable to Gunnison County.

**e) Returned Payment Policy**

Any payments returned by the financial institution, for any reason, will be charged back to the User. The actual fees charged to the County, plus a \$50 returned payment fee, shall be charged to the User for administrative costs. The User shall be required to make payment in the form of cashier’s check or money order from that point on. The event will be considered tentative until verifiable funds have been received by the County.

**f) Cancellations**

Cancellation of an event must be in writing and shall be effective upon receipt by the Fairgrounds Manager or designee. If an event is canceled more than thirty (30) days prior to the event date, the County shall refund the full deposit and any use fees collected. Event cancellation fees are as follows:

<b>CANCELLATION DATE</b>	<b>REFUND LATE</b>	<b>CANCEL PENALTY</b>
More than 30 days prior to Event:	All fees and deposit	None
Less than 30 days prior to Event:	All fees, half of deposit	Half of deposit

The County shall not be responsible for any consequences, monetary or otherwise, due to cancellation of an event by a User. The County reserves the right to cancel any event due to an emergency or act of God, as determined by the County in its sole discretion. Users are encouraged to obtain event cancellation insurance. The County will not assume liability for cancellations due to emergencies or unforeseen circumstances.

The Fairgrounds management may cancel any Use Agreement due to fire, weather, mechanical breakdown, quarantine, or if the Fairground staff determines that the facility – or any related portion of the Fairgrounds – is unsafe or otherwise unfit for the proposed use, or if the Fairgrounds determines the facility must be used for emergency purposes. If the Fairgrounds staff cancels the event because of fire, weather, unsafe conditions, mechanical breakdown, emergency use, or other similar reason, the User will be provided with another date for the event as available; and if that is not possible, rental use fees and deposit refunds will be issued. Gunnison County will not be liable for any damages, fees, or other expenses incurred by the User as a result of such cancellation by the Fairgrounds except for facility use fees and deposit previously paid or due for the respective event.

**g) Fee Schedule**

The fees below will be charged and collected by Fairgrounds staff for use of the Fairgrounds, and fees must be paid in advance of the scheduled use. Stated fees are for daily use unless otherwise stated, and fees will not be prorated for portions of a day. No fee listed below may be reduced or waived without pre-approval from the Board. However, if time constraints are an issue, such pre-approval may be provided by the County Manager so long as that decision is acknowledged by the Board during the next available regular meeting.

**1.5 Event Planning: Basic Facility Requirements**

**a) Event Planning Meetings**

New events and large events, such as those with more than 60 percent of max occupancy, require planning meetings with Fairgrounds staff in order to ensure all needs have been met and all parties are prepared. There are many details that must be resolved so that the event is a success. Event planning meetings should be scheduled by the User no less than fifteen (15) days prior to the event. For new and larger events, several planning meetings may be required. All events require advanced communication with the Fairgrounds office. Event organizers are responsible for planning and providing additional restrooms and trash receptacles as requested by fairgrounds management. Event organizers are responsible for cleaning of trash and restoration of the fairgrounds.

**b) Event Operating Hours**

General Center hours are from 7:00 am to 11:00 pm. Exceptions may be granted with prior approval from the Fairgrounds Manager. Set up or takedown activities may take place outside of these hours on a case-by-case basis, but additional fees may apply.

**c) Noise Limits**

City of Gunnison noise ordinances and C.R.S. 25-12-103(1) are observed at the Fairgrounds. Amplified music and other loud noise associated with sanctioned User activities must end no later than 11:00pm on Friday or Saturday night, and 9:00 pm Sunday through Thursday nights. Any excessive amplified noise, including but not limited to loud music played from vehicles, is not permitted without prior Fairgrounds Staff approval. The Fairgrounds staff on duty reserves the right to require that the sound be turned down. Failure to comply may result in law

enforcement being called and the event being shut down. Sanctioned activities of the annual County Fair and Rodeo are exempt from these limitations.

**d) Facility Access**

It is the responsibility of the user to make arrangements to pick up and return any and all building/room keys. Lost keys will result in a fine of \$100, per key, and possible loss of the privilege to use the Center. The Fairgrounds office will provide you the name(s) and phone number(s) of the staff member(s) who are on duty during your event.

**e) Event Set-up/Tear Down**

Users shall keep the Premises in a clean and safe condition. Setup, teardown and cleanup of any event on the Premises is the responsibility of the User. Users shall be responsible for any damage to the Premises and Fairgrounds, ordinary wear and tear excepted. All County property must be left in a clean, usable, and undamaged condition following an event. Prior to and following the conclusion of an event, the User and a County representative shall conduct an inspection of the facility, and shall make written note of any damaged or unclean condition. A pre-event checklist and a post-event checklist will be signed by both the User and a Fairgrounds Staff member. A pre- and post-event inspection will be conducted by Fairgrounds staff. It is in the User's best interest to attend the inspection and is strongly encouraged, but is not required. A cleaning checklist will be provided at the time the facility is rented and is also attached to the Use Agreement. Any keys checked out shall be returned at the conclusion of the reservation. If any part of the facility needs to be cleaned after an event or use, the User will be charged a fee of \$50 per hour for County staff, or a cleaning company, to clean the facility. The User will be responsible for the actual costs incurred by the County to repair any damage sustained to a facility following an event or use. Failure to meet the County's cleaning requirements may result in charges, which will be deducted from the User's security deposit.

**f) Decorations**

Decorations for any event must be approved by the Fairgrounds Manager or designee at least Seven (7) days prior to the scheduled event. It is the responsibility of the User to remove any decorating materials, including tape, zip-ties, string, etc. immediately following the event. If tape is necessary, only low-tack tape such as blue Painter's tape is allowed. Failure to do so can result in a portion of the deposit being withheld to cover any repairs. Nails, tacks, staples, or screws shall not be used to fasten items to any part of the buildings. Magnets may be used on the beams in the Indoor Area with prior permission. **Smoke and sparkler machines will set off our fire alarms and therefore are not allowed.** Glitter, confetti, and rice are examples of decorative material that are not allowed and if used may result in a \$100 charge being withheld from the deposit.

**g) Lost or Stolen Articles**

Gunnison County Fairgrounds shall not be responsible, under any circumstances, for the property of the User, or any attendee, while on the Fairgrounds' premises. The Fairgrounds will not accept lost and found articles for distribution; unclaimed articles must be held by the User. In addition, Gunnison County is not responsible for any loss of articles or equipment left unattended in any facility.

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## 1.6 Alcohol

Alcohol is prohibited in all Fairground Facilities without prior approval. Alcohol consumption must be outlined in the Use Agreement and details concerning time of the event, location for service of alcohol and the security plan must be determined in a planning meeting with the Fairgrounds Manager or designee.

### a) Selling Alcohol

If alcohol is to be sold at a Fairgrounds facility (including use of a cash bar, as a silent auction item, or included in the price of a ticketed event), the following requirements must be met. User must:

- Complete and submit Gunnison County Alcohol Request form at [gunnisoncounty.org/FairgroundsPermit](http://gunnisoncounty.org/FairgroundsPermit)
- Obtain and provide a “Special Event Permit” (State of Colorado regulated and issued through the City of Gunnison, CO) at least Thirty (30) days prior to event;
- Provide a Certificate of Insurance, including liquor liability; and
- Provide a security plan, to include a map of the facility and layout of the room, to the Fairgrounds manager or designee, a minimum of fourteen (14) days prior to the scheduled event.
- User must submit written request describing the event must be submitted for approval at least 72 hours prior to the event to Fairgrounds Manager or designated staff member at 275 South Spruce Street, Gunnison Colorado 81230. The request must include the following information or it will not be processed:
  - i. Name of Person/Organization renting the facility
  - ii. Address of contact person responsible for ensuring compliance with the conditions imposed
  - iii. Phone number (if available) of contact person
  - iv. Date of the Event
  - v. Time of the Event
  - vi. Type of Event (wedding reception, birthday party, etc.)
- Submit Online Request to Gunnison County’s Fairgrounds website.
- Pay all necessary fees to Gunnison County prior to event.
- Proof of Insurance as requested by management.

### b) Serving Alcohol

If alcohol is to be served, or otherwise made available or allowed into the event, in a Fairgrounds facility for a private function, the following requirements must be met:

- Complete and submit Gunnison County Alcohol Request form at [gunnisoncounty.org/FairgroundsPermit](http://gunnisoncounty.org/FairgroundsPermit)
- User must submit written request describing the event must be submitted for approval at least 72 hours prior to the event to Fairgrounds Manager or designated staff member at 275 South Spruce Street, Gunnison Colorado 81230. The request must include the following information, or it will not be processed:
  - i. Name of Person/Organization renting the facility
  - ii. Address of contact person responsible for ensuring compliance with the conditions imposed
  - iii. Phone number (if available) of contact person
  - iv. Date of the Event

All policies are subject to amendment. Refer to the Gunnison County website ([www.GunnisonCounty.org/Policies](http://www.GunnisonCounty.org/Policies)) for the official, most recent version of any policy adopted by the Gunnison County Board of County Commissioners.

- v. Time of the Event
- vi. Type of Event (wedding reception, birthday party, etc.)
- Submit Online Request to Gunnison County's Fairgrounds website.
- Pay all necessary fees to Gunnison County prior to event.
- Proof of Insurance as requested by management

**Gunnison County reserves the right to approve, deny or place conditions on any request to serve alcoholic beverages at the Center.**

It is the responsibility of the User to see that no alcohol is consumed during events covered by this agreement if a permit or permission has not been obtained and if insurance including liquor liability is not in place. Violations of this policy by anyone associated with the event, any User or any person associated with a User, may result in the termination of the Use Agreement or loss of the User's damage deposit. The event and all associated parties may be required to vacate the premises immediately. The violators may be subject to arrest and prosecution. Intoxicated persons shall not be admitted to the Fairgrounds facilities, and are subject to removal by the County, at the sole discretion of Gunnison County staff. Alcohol shall not be consumed by, served, or sold to anyone under the age of twenty-one (21). It is the responsibility of the User to comply with Colorado law for serving alcohol. Events where alcohol is not formally served or sold are governed by the City of Gunnison Ordinance Open Container law, which states there will be no consumption of alcohol in public areas. It is the responsibility of the User who signs the agreement to ensure there are no violations of this ordinance. If alcohol is observed at an event without a permit, Fairgrounds staff reserves the right to notify the User to handle the situation and to request alcohol be thrown out or put away. If the Fairgrounds staff is compelled to ask twice, the Gunnison Police Department will be called to enforce the ordinance. No Alcohol is to be served after 11PM on the Gunnison County Fairgrounds unless otherwise permitted with written consent of the Fairgrounds Manager.

## **1.7 Health, Safety, and Environment**

### **a) Accidents and Injuries**

When accidents and/or injuries occur, it is imperative that first aid be administered at once. Notification should then be made to any emergency services either on property (if available) or by calling 911 if not available. Users must also notify the Gunnison County Fairgrounds Staff when applicable at 970-641-8561.

### **b) Emergency Medical Personnel and Ambulance On-Site**

Emergency Medical Technicians (EMT) and/or on-site ambulance are required at each event where there is substantial risk of injury to the contestants or audience. Examples of events where EMT/Ambulance is required include, but are not limited to motorsports and rough-stock events. Securing the EMT and/or on-site ambulance is the responsibility of the User. Hourly rates may apply and are the sole responsibility for the User. If an EMT is required, and not present, the event will be stopped until the EMT is present.

### **c) Fire Regulations and Unobstructed Travel**

Fire regulations and codes are strictly enforced by the Gunnison Volunteer Fire Department. If you have any questions, please contact the GVFD at (970) 641-8153. The Fairgrounds also

maintains final approval of all legal activities at the Fairgrounds. Heat lamps, heaters, and cookers are prohibited inside the arenas, stalls, and buildings. Exits, aisles, ramps, corridors, and passageways shall not be blocked nor have their required width obstructed in any manner by ticket officers, turnstiles, concessions, chairs, trashcans, equipment or anything whatsoever; nor shall they be blocked by persons. Parking that obstructs roadways, right of way, egress or fire lanes is prohibited at all times.

#### **d) Occupancy Limits**

Admission tickets sold at the Fairgrounds must not be in excess of the seating capacity of the premises granted under each Use Agreement. Due to safety concerns, occupancy levels are set by Gunnison County Fairgrounds, Gunnison County, and the Gunnison Volunteer Fire Department, and any other applicable codes and regulations. See section 4.1 to view occupancy limits in each hall.

#### **e) Security Requirements**

For all events where attendance is expected to exceed 200, regardless of alcohol consumption, Fairgrounds will evaluate the need for security. Security services shall be obtained through a private, bonded security company, approved by the Fairgrounds staff, and will be arranged by the user at their sole cost and expense.

#### **f) Parking on the Fairgrounds**

Parking lots are reserved for event parking, or for Fairgrounds or Gunnison County 4-H/CSU Extension business only; any other use must be approved in advance by the Fairgrounds Manager, or designee, and appropriate fees (if applicable) paid. Multiple events may be conducted simultaneously at the Fairgrounds. In order to assure ample parking for all events, a parking plan may be requested by the Fairgrounds fourteen (14) days in advance for an event. Special arrangements are necessary if additional parking is required.

All Users shall be responsible for parking control at their event, and for ensuring that fire lanes (twelve feet minimum) and access lanes (twelve feet minimum) are kept clear from obstruction during all events held at the Fairgrounds. Parking is prohibited on grass areas.

Handicap parking spots are reserved for permit holders only. A valid handicapped placard must be properly displayed. Any vehicle in violation may be towed, at the driver's expense.

Events with attendance of over 500 attendees must provide a parking plan to the Fairgrounds Manager, or designee, at least fourteen (14) days prior to the scheduled event. The parking plan shall include a proposed method for deliveries and emergency/essential vehicle access. The parking plan shall clearly indicate the number of persons expected to be in attendance. Unless parking lots are rented in conjunction with gate fees, ticket sales, or admissions, no fees may be collected to park in any Fairgrounds lot. Any parking fee associated with an event must be approved by the Fairgrounds Manager.

Gunnison County shall not be responsible for fire, theft, damage to or loss of vehicles or articles left therein parked on Gunnison County property.

### **g) Smoking**

Smoking is strictly prohibited inside any Gunnison County building, including the Grandstands, and within 30 feet of any entrance to any building per C.R.S. 25-14-201, et seq known as the Colorado Indoor Clean Air Act. Any violation of this policy will precipitate the eviction of the person or persons involved. Users shall make public announcements as to the “no smoking” policies of the property. It is expected that the User who signs this agreement will assure the “no smoking” policy is adhered to. No Smoking applies to e-cigarettes and “vapes” in addition to cigarettes, marijuana joints, cigars, and pipes. Outdoor smoking areas may be designated at events and signs posted accordingly.

### **h) Marijuana and Illegal Substances**

Federal law prohibits marijuana use despite the passage of Amendment 64 in Colorado. Because the Fairgrounds is both a government and a public facility, and in accordance with Amendment 64 which prohibits marijuana use “publicly,” marijuana use is strictly prohibited at the Fairgrounds. Likewise, possession, consumption, sales, etc., of any type of illegal substance may result in criminal prosecutions, ejection from the Fairgrounds, and immediate termination of the event if the violation rises to the level of a nuisance per the Fairgrounds manager. This includes private parties.

It is the responsibility of the User who signs the Use Agreement to see that this provision is not violated. As set forth above for Fairgrounds visitors, and as extended herein: Violations by the User of this agreement, or any organization or individual associated with the User’s event may result in the immediate termination of the agreement and loss of the damage deposit. Moreover, the User, the event and all associated parties may be required to vacate the premises immediately.

## **2. Equestrian and Livestock**

Equine activity sponsors and/or equine professionals, as defined by C.R.S. 13-21-119 and may be amended, are not obligated to obtain insurance covering injury to spectators at equine activities as a condition of Center use.

A sponsor of an activity at the Center that does not charge an admission to such activity is not obligated to obtain insurance covering injury to spectators at such non-commercial activity as a condition of Center use.

This policy shall not be construed to be a waiver of limits of or exemptions from liability by the Board of County Commissioners, including its elected or appointed officers, employees or agents, under C.R.S. 13-21-119 and/or C.R.S. 24-10-101 *et seq.*

This policy is not and shall not be construed to be an acceptance, either partially or wholly, by the Board of County Commissioners, and/or its elected or appointed officers, employees and agents, of any risk or liability of any equine activity sponsor, equine professional, sponsor of non-commercial activity or spectator at the Center.

This policy is not and shall not be construed to be advice or counsel, legal or otherwise, to equine activity sponsors or equine professionals or sponsors of non-commercial activity who may use the Center whether to obtain insurance for spectators of equine activities or non-commercial activities.

The Center will post and maintain signage containing the warning language specifically required by and in the manner outlined by C.R.S. 13-21-119, as it may be amended.

## **2.1 Arenas**

The Fairgrounds has one arena with an associated warm-up arena. All policies of this Policies, Procedures and Standard Operating Manual apply to all events, and it is the User's responsibility to know and understand all policies. This section includes only those policies most commonly associated with Equestrian and Livestock events for convenience of the user. There is no use of motorized vehicles allowed inside of either arena without consent from fairgrounds management.

### **Outdoor Arena - 200x350**

The outdoor arena is an open-aired arena that is available for equestrian, livestock and other purposes. There is a gate on each end. The arena includes an enclosed announcer's booth, PA System, lighting, grandstands on west side, loading chute, holding pens, roping boxes/chutes/alleyways, bucking chutes, and a 95x147 warm up arena. Restrooms are available on the west side of the grandstands.

#### **a) Scheduling of Arena**

Scheduled events and organized riding activities for groups are scheduled through the Fairgrounds office, or website and take priority over individual open riding or training. To reserve a specific time, request reservations through Gunnison County's Fairgrounds website. Scheduled reserved events take president over Seasonal events (IE Weekly Roping/Barrel Racing Events). Given the demand of the arena, separate events may be scheduled within the same day, with consideration of the size and needs of both events. Areas for parking, warm-up, wash racks and stalls will be recommended for each event/arena.

#### **b) Arena Grooming**

Grooming of the arena is handled by Gunnison County staff only, unless special permission has been granted and additional insurance requirements have been met. Equipment that is not owned by Gunnison County shall not be used on Gunnison County property without authorization from the Fairgrounds Manager.

#### **c) Season Reserved Riding**

Arena may be reserved by local equestrian groups, for practice and events. Groups are able to reserve a scheduled night that is reserved every week from May 1st- September 30<sup>th</sup>. Reservations include the arena to be watered and worked prior to 5PM. Groups needing more than one night a week may reserve additional depending on needs of all groups wanting to reserve nights for the season. Requests for seasonal reservations are accepted beginning in

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January, and will be allocated the first of March, after all community groups have an opportunity to submit their requests. All seasonal fees then must be paid prior to the end of March, otherwise Fairgrounds Management will move to the next requesting group.

#### **d) Open Riding**

Open riding is available in the Outdoor Arenas when the arenas are not reserved. Please contact the Fairgrounds office for availability or check the arena schedule online at Gunnison County's Fairgrounds Webpage. The Fairgrounds schedule changes on a daily basis. It is the responsibility of the User to ensure Open Riding times. All riders must have a valid arena card, and signed waiver on file, available at the fairground's office. Riders must follow all open riding rules while using the arenas. Users of the arenas during open riding time understand and agree that they are voluntarily using the facilities, with knowledge of the dangers of equine activities (See Paragraph k) and agree to accept any and all risk of injury or death associated with such activities. All riders are asked to clean up after their animals throughout the fairgrounds. Rules and procedures for Open Riding are as follows:

- There is no fee to ride in either arena as long as rider has valid "arena card", purchasable at the Fairgrounds Office.
- Payments should be placed in the designated fee box at the Fairgrounds office, or elsewhere as designated. Warm-up arenas open riding is free of charge.
- Enter the arena only when it is safe to open the gate and no one is riding near the gate.
- Mount and dismount in low traffic areas when inside the arenas. If you need to dismount or work with your horse, do so in a low traffic area of the arena.
- Keep a safe distance from other horses, slower pace to the outside of the rail, faster pace to the inside.
- Children under sixteen (16) years of age handling horses require a parent or guardian to supervise.
- Children in the arena under twelve (12) years of age must be supervised by a parent or guardian at all times.
- Screaming, yelling, running around the arena or bleachers, or climbing railing/chutes is not permitted
- No ponying of horses, unless all other riders present agree.
- No lessons during open riding. Instructors, please contact the Fairgrounds office for more information.
- No unbroken horses allowed in the arena during open riding.
- Horses must be kept under control at all times. No loose horses allowed.
- No stallions allowed during open riding.
- No lunging of horses, unless all others riders present agree.
- Remain in the bleachers if you are not riding or assisting a rider.
- No double riding allowed.
- No racing, barrel racing, poles, jumping or trick riding allowed in the arenas during open riding, unless all other riders present agree. No roping or use of steers, other animals, or "hot heels" are allowed during open rides.
- No alcohol is allowed.
- Glass containers are not allowed.

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- Mounts must be appropriate to the age and experience level of the rider. No rider will be over-mounted.
- Ride at your own risk.
- Please clean up after animals both inside and outside of the riding areas and throughout the fairgrounds.
- Violators of the Fairgrounds Open Riding Rules, or Policies, Procedures and Operating Standards Manual will be subject to termination of User Agreements, and possibly the future use of Fairgrounds facilities.
- The Gunnison County Fairgrounds is not responsible for accidents or injuries to horses, individuals, or theft, loss or damage to personal property.

#### **e) Lighting**

The arena lights and seating lights in the Outdoor Arena are turned off usually within thirty minutes after an event is concluded providing the area is safely cleared. Users may request additional pre or post lighting in advance by contacting the Fairgrounds office. Users should turn off lights in a timely manner at the completion of their event reservations.

#### **f) Manure and Trash**

Owners are required to clean up all manure left by their animals, including horses and dogs, throughout the fairgrounds. Manure is to be placed only in designated areas. Trash must be placed in the appropriate receptacles. If a User fails to place all animal waste and trash in the proper locations, they may be assessed labor charges that will be withheld from the deposit. We do not allow cleaning out of trailers into our parking lot. You are welcome to clean out your trailer into a manure bin.

#### **g) Tie-Ups**

Horses should only be tied to horse trailers or designated hitching areas. Absolutely no tie-ups are allowed to barn doors, stalls, water faucets, arenas, or similar devices or structures. Overnight tie-ups or the set-up of personal temporary stalls for the intended purpose of holding animals overnight is not allowed on Fairgrounds property.

#### **h) Wash Racks**

Animals are to be washed only at wash racks. Washing of vehicles and/or trailers at wash racks is prohibited.

#### **i) Horse Right-of-Way**

In all areas of the Fairgrounds, horses have the right-of-way over vehicles. Pedestrians have the right-of-way over all vehicles and horses.

#### **j) Equipment on the Fairgrounds**

Operation of County Equipment: Use of equipment owned by Gunnison County and Fairgrounds Staff, is at the discretion of the Fairgrounds Management. County equipment must be operated

by County personnel only. Any Fairgrounds equipment, such as bleachers, motorized equipment, or trailers, may only be moved by or with approval of Fairgrounds Staff.

Non-County Owned Equipment: Equipment that is not owned by Gunnison County shall not be used on Gunnison County property without authorization from the Fairgrounds Manager.

## **2.2 Stalls, Outdoor Pens, and Temporary Pens**

Users may rent stalls and pens on an overnight, or short-term basis. Overnight and daytime use of the stalls or pens is arranged through the Fairgrounds office. No unauthorized overnight stalling is permitted. Overnight stall rental is permitted upon execution of a Gunnison County Stall Agreement and payment of applicable fees. Stalls used in conjunction with shows are reserved in advance by the show promoter and invoiced accordingly. Shavings are required in all stalls. Arenas shall not be used for boarding animals. Stall rentals which exceed a seven (7) night period require a Use Agreement.

Unless authorized by the County, only one full-size horse or steer shall be permitted in any single stall. Animals shall not be relocated from their assigned stalls without notifying the Fairgrounds office.

Stalls are not to be altered in any way. In the event a lock is missing from a stall, the User will be charged a \$20 fee, per lock, for the replacement.

### **a) Barn A Stalls**

Barn A is at the southern end of the fairgrounds and includes 54 covered stalls. Each stall is an individual stall, with only one horse permitted to be in the stall. Barn A has lighting, electrical outlets, manure bin, and a wash rack to the east of the barn.

### **b) Outdoor Pens**

There are 15 Pens outdoors located around the arena that are available to rent. Multiple horses/animals can be in the pens at a time. All pens have access to water.

### **c) Stall Care and Cleaning**

Users will need to provide all bedding, feed, water, and care for any and all animals housed or otherwise brought onto the premises.

- Horse stall cleaning performed by the Fairgrounds staff is charged on a per stall basis. Users wishing to avoid the fee should work with staff to verify cleaning standards.
- Stalls must be thoroughly stripped to the dirt. Any stall that is not cleaned/stripped or has to be re-raked by staff will be charged \$20 to the User.
- All manure is to be placed in the manure pits only. Manure not properly deposited in the pits will result in additional charges to the User.
- Washing of horses and livestock is allowed in designated wash rack areas only. Barn aisles and doors must remain clear and passable at all times. If tack impedes the walkway a tack stall should be rented.

## **2.3 Event Setup**

Events which require modification to existing arenas, setup and tear down of additional livestock panels, stalls, and chutes, special arena setup, use of tables and chairs outside require advance authorization and planning. Fairgrounds Staff may be able to assist or provide set up and tear down services for your event for additional fees. Contact the office to discuss specific fees, needs, and staff availability. All other setups are the responsibility of the User. No Stalls, Pens or structures shall be altered without Fairgrounds managers approval.

Fairgrounds staff will clean facility, arena groomed prior to event start time (Custom dirt work must be communicated to the Fairgrounds Office at least 72 hours in advance, extra charges may apply), gate at each end, announcer's booth, PA System (if requested), use of show office (if requested), use of arena lighting during normal event hours, grandstands, restrooms with showers available. Renting arena will include One work/water per day during your event.

## **3. Recreation Vehicle (RV) Parking**

There are thirty (30) 15/20 amp electric-only RV hookups that are primarily intended for use during scheduled events, or by travelers passing through the County with livestock trailers. A limited number of spaces may be available to rent from time to time for other RVs or trailers passing through the County, if staff and facilities are available.

### **3.1 RV Policies and Procedures**

#### **a) General Policy**

Camping is permitted in designated areas at the Fairgrounds. In order to camp on Fairgrounds property, Users must make a reservation with the Fairgrounds Staff. A daily camping fee is required when electrical hook-ups are used. There is ABSOLUTELY no discharge of black or gray water allowed on Fairgrounds property. Current registration and insurance are required for all Users not associated with an event being held on the Fairgrounds. Water is available for filling RV/Campers but cannot be hooked up to permanently. A water fill fee is required when filling RV/Camper.

## **4. Buildings**

The Fairgrounds' three halls may be rented for meetings, weddings, trainings, trade shows, merchandise sales, and educational seminars or other uses. All the rooms have heating and all tables and chairs needed, and are available for year-round use.

### **4.1 Halls**

#### **a) Esty Room (occupancy max. in the building at one time - 400 people)**

Rental of room Includes heating, 45 - 8'x30" aluminum tables, 400 padded chairs, 26 – 5' round tables, electricity, lighting and restrooms. A PA system, Podiums, Stage, dance floor and projector equipment are also available for rent at an additional cost. The Kitchen is attached and also available for rent at an additional cost. The commercial kitchen includes a commercial refrigerator, three-part sink, hand sinks, dishwasher, range and oven.

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**b) Van Tuyl Room (occupancy max. in the building at one time - 220 people)**

Rental of room includes heating, 15 - 8'x30" aluminum tables, 15- 5' round tables, 220 folding chairs, electricity, lighting and shared restrooms with the Hartman and McDonough Rooms. A PA system, Podiums, Stage and projector equipment are also available for rent at an additional cost. The Kitchen is attached and also available for rent at an additional cost. The commercial kitchen includes a commercial refrigerator, three-part sink, hand sink, dishwasher, range and oven.

**c) Hartman Room (occupancy max. in the building at one time – 50 People)**

Rental of room includes 8 – 8' x30" aluminum tables, 15 - 4'x24" Desk Tables, 70 padded chairs, electricity and lighting. A PA system, Podiums and projector equipment are also available for rent at an additional cost. This area is upstairs, and food and drink are not allowed in this carpeted area.

**d) McDonough Room (occupancy max. in the building at one time – 35 People)**

Rental of room includes 6 – 8' x30" aluminum tables, 2 - 6'x30" Tables, 70 padded chairs, electricity and lighting. Podiums and projector equipment are also available for rent at an additional cost.

**4.2 Building Policies and Procedures**

Note: All policies of this document apply to all events, and it is the User's responsibility to know and understand all policies. This section includes only those policies most commonly associated with Building use for convenience of the user.

**a) Event Setup**

Event setup and tear down, including setup/teardown of all tables and chairs, staging, signs, etc., is the responsibility of the User. No heavy pieces such as livestock panels and chutes are to be placed in any indoor space without fairgrounds management approval; arrangements must be made in advance. Fairgrounds Staff may be able to provide set up and tear down services for your event for an additional fee. Contact the office to discuss specific fees, needs, and staff availability. It is the responsibility of the User to remove any decorating materials, including tape, zip-ties, string, etc. immediately following the event. If tape is necessary, only low-tack tape such as blue Painter's tape is allowed. **Nails, tacks, staples, or screws shall not be used to fasten items to any part of the buildings.**

**b) Facility Alterations**

Users shall not undertake any plumbing, electrical, telecommunications, carpentry or mechanical work on any of the facilities. Special event requests and facility alteration needs must be submitted in writing as part of the Use Agreement.

**c) Event Setup Days**

Event set-up and tear-down days must be reserved in advance like any other booking and may require additional day use fees.

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## 5. Commercial Kitchen

### 5.1 General Information and Use

The Gunnison County commercial kitchen may be rented for private or commercial use. The kitchen is certified through the Gunnison County Public Health Department and may be used for the following uses: commissary, incubator business, cottage food, private events, catering, concession food preparation and sales, and cooking classes. It is the responsibility of the User to assure all permits necessary for their use are obtained. Kitchen is attached to both the Van Tuyl and Esty room and has a concessions window that opens into Esty room and windows that serve as concessions for outside. The commercial kitchen includes a commercial refrigerator, three-part sink, hand sink, dishwasher, range and oven.

- Only approved cleaners and a soft cloth may be used on any stainless steel. Using unapproved cleaners and/or abrasive materials will ruin the stove and result in retaining a portion, or all, of the damage deposit.
- No animals, except verified service animals, are allowed in the kitchen. Any services animals must be verified by Fairgrounds Staff.
- Hand washing and disposable glove use is required prior to handling food.
- Gloves must be taken off and replaced with new gloves in-between food handling
- Gas ovens and ranges require advanced notice to Fairgrounds staff.
- Pilot light must be lit by Fairgrounds Staff. Please request assistance seventy-two (72) hours in advance.
- Check burners for ignition frequently. If the burner goes out, the gas will still be on.
- In case of gas odor, turn off all burners, shut off the gas switch and call the Fairgrounds Staff immediately (970) 641-8561.
- Please do not use aluminum foil in the oven.
- Only use a soft cloth and approved cleaners for Stainless Steel exterior cleaning after each use.
- Steam table for hot holding
  - Each well must be filled with four (4) quarts of water. Do not overfill and do not operate the equipment dry.
  - Set heat controls to the maximum heat level and preheat the water wells by covering the wells with empty food containers or covers for sixty (60) minutes prior to use. Once the holding unit is preheated, place hot food in the containers. Please do not overfill hot food containers.
  - Set heat control to 135 degrees. Food must be held at 135 degrees or above, so please do not use the hot holding equipment to reheat or cook food.
  - Check the water level every two to three (2-3) hours and fill with hot water, if necessary.
  - Be sure all units are cooled prior to cleaning. Drain the water wells and wipe the entire interior of each pan. Only use a soft cloth and approved cleaners for Stainless Steel.
- Please contact the Fairgrounds office to arrange training prior to the use of special equipment.

## 6. Fee Schedule

All policies are subject to amendment. Refer to the Gunnison County website ([www.GunnisonCounty.org/Policies](http://www.GunnisonCounty.org/Policies)) for the official, most recent version of any policy adopted by the Gunnison County Board of County Commissioners.

The fees below will be charged and collected by Center staff for use of the Center, and fees must be paid in advance of the scheduled use. Stated fees are for daily use unless otherwise stated, and fees will not be prorated for portions of a day. No fee listed below may be reduced or waived without pre-approval from the Board. However, if time constraints are an issue, such pre-approval may be provided by the County Manager so long as that decision is acknowledged by the Board during the next available regular meeting. A “full day” is between the hours of 7:00 AM to 11:00 PM.

**6.1 Full Facility**

Full Facility rental includes all facilities including the entirety of the indoor rooms, kitchen and/or all arenas, grandstands, parking lot, stalls and camper hookups.

<b>Event Type</b>	<b>Fee Per Day</b>	<b>Deposit</b>
Commercial Ticketed events full day	\$1500	\$1000
Standard Full Day	\$1000	\$1000
Specialty Events requiring extra staff setup	\$1500	\$1000

**6.2 Halls**

All hall fees are based on expected population served at date serviced and rented for entirety of date.

**a) Esty Room**

<b>Number of People</b>	<b>Fee Per Day</b>	<b>Deposit</b>
Between 0-40 People	\$125	\$200
Between 41-150 People	\$270	\$200
Between 150-400 People	\$345	\$200

**b) Van Tuyl Room**

<b>Number of People</b>	<b>Fee Per Day</b>	<b>Deposit</b>
Up to 100 People	\$130	\$150
Between 100-220 People	\$200	\$150

**c) Hartman Room**

<b>Number of People</b>	<b>Fee Per Day</b>	<b>Deposit</b>
Up to 50 People	\$120	\$70

**d) McDonough Room**

<b>Number of People</b>	<b>Fee Per Day</b>	<b>Deposit</b>
Up to 35 People	\$60	\$50

**e) Miscellaneous**

<b>Items</b>	<b>Fee Per Day</b>	<b>Deposit</b>
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Alcohol Permit	\$90	N/A
Dance Floor	\$100	N/A
Portable Stage	\$30	N/A
LCD Projector	\$10	N/A
Sound Equipment	\$10	N/A
Podium	\$4	N/A

### 6.3 Commercial Kitchen

Kitchen fee is for the entirety of the date reserved.

Event Type	Fee Per Day	Deposit
Kitchen Rental	\$75	\$40

### 6.4 Arenas

Both the outdoor arena and warm up arena are prepared for each event at the beginning of the event/rental time. There is a flat fee of \$75 for a midday arena working. There is a \$50 an hour for staff to be on hand and operate a tractor and drag between runs for barrel racing competitions or other events that require repeated workings.

Event Type	Fee Per	Deposit
Arena Card	\$25 Per Person (Max \$100 per family)	
Daily Rental	\$200 per Day	\$100
Season Fee (2.1C)	\$900 per Day of Week	

### 6.5 Grounds

#### a) Covered Pavilion

Covered Pavilion is a 50'x80' covered area adjoined to the Esty Room. Area does not include Tables or Chairs.

Event Type	Fee Per Day	Deposit
Regular Use	\$75	\$50

#### b) R/V Sites

RV sites at the Fairgrounds are not intended for long-term use, but rather are intended as a temporary convenience for event attendees and those passing through the area, especially those with livestock. The Fairgrounds Manager may refuse any RV site rental for any lawful reason. All RV users must provide current registration and insurance on all vehicles. Amenities include electric hookups, water to fill available, and restrooms with showers. The maximum stay is fourteen (14) days per calendar month, if facilities are available.

Use Type	Fee Per Day	Deposit
Nightly Rate	\$25	
Water Fill	\$5	

All policies are subject to amendment. Refer to the Gunnison County website ([www.GunnisonCounty.org/Policies](http://www.GunnisonCounty.org/Policies)) for the official, most recent version of any policy adopted by the Gunnison County Board of County Commissioners.

**c) Stalls/Pens**

A stall agreement must be signed for all stall and pen rentals. The maximum stay is fourteen (14) days per calendar month. Stalls must be cleaned down to the dirt. If a stall is not cleaned, a cleaning charge will be assessed.

<b>Use Type</b>	<b>Fee Per Day</b>	<b>Deposit</b>
Night	\$20 per Night	N/A

**d) Additional facilities, equipment, and services.**

Additional services may be available on a case-by-case basis and depending on staff, equipment, and facility availability. For a complete listing of Additional Services & Incidental Fees, see Section 1.4, paragraph c. and d.

For more information, please check with the Fairgrounds office at (970) 641-8561.