

DIXON FAIRGROUNDS
P. O. Box 459, Dixon, California 95620-0459
 Telephone: (707) 678-5529 Fax: (707) 678-4765
 Revised 8-27-2009

Date: _____
 Organization: _____ Contact Person: _____
 Mailing Address: _____ City _____ Zip _____
 Telephone: _____ alternate # _____
 Event: _____ Event Date(s): _____
 Event Set-up Time: _____ Time Event to begin: _____ Time Event to dismantle: _____
 Estimated Attendance: _____
 Facility Reservation fee: 1/2 of the rental rate, **non refundable** \$ _____
 Refundable cleaning, damage/security deposit: Building \$750. Grounds- Discretion Of Manager
 Denverton Hall - \$750.00 Madden Hall/ Kitchen- \$750.00. \$ _____
 Madden Dinning- Deposit \$500.00
 Deposit for large public events: to be determined by manager \$ _____

	<u>Days Used</u>	<u>Fairgrounds facility</u>	<u>Daily charge</u>	
			(non profit)	(commercial) rate
_____		Madden Hall	\$ 500.00	\$ 750.00 \$ _____
_____		Madden Hall Kitchen	\$ 150.00	\$ 300.00 \$ _____
_____		Madden Dining (includes equipment)	\$ 500.00	\$ 500.00 \$ _____
_____		Denverton Hall	\$ 400.00	\$ 600.00 \$ _____
_____		Picnic Area	\$ 200.00	\$ 300.00 \$ _____
_____		Leber Stage	\$ 250.00	\$ 350.00 \$ _____
_____		Lawn Areas (each)	\$ 200.00	\$ 300.00 \$ _____
_____		Grandstand/Arena		Discretion of Manager \$ _____
_____		Overnight RV, Trailer, Tent camping (per unit)	\$ 25.00	\$ 25.00 \$ _____
_____		Exclusive use of grounds	\$ 5,000.00	\$ 6,000.00 \$ _____
_____		Livestock Barns / Horse Arena		Discretion of Manager \$ _____
_____		Wine Room	\$ 250.00	\$ 400.00 \$ _____
_____		Parking Lot (Public events pkg. controlled by Fair/ discretion of mgmt.	\$ 250.00	\$ 500.00 \$ _____

- Building rental will be available from 8:30 A.M. at the earliest (earlier if arranged) to 12 midnight at the latest clean up to be completed by 2 A.M.
- Extra set-up and dismantle days charged at fifty percent (50%) of rental rate
- Rates may vary for uses involving combinations of areas and/or the number of people expected to attend the event
- Surcharge for additional electrical cost subject to current utility rates
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<u>Number</u>	<u>Fairground equipment per day</u>	<u>Daily charge</u>	
		(non- profit)	(commercial)
_____	Chairs (each) for _____ days	75¢	.75¢ \$ _____
_____	8' Banquet Tables (each) for _____ days	\$ 7.50	\$ 7.50 \$ _____
_____	Picnic tables with benches (each) for _____ days	\$ 10.00	\$ 10.00 \$ _____
_____	Bar (each) for _____ days	\$ 25.00	\$ 25.00 \$ _____
_____	Risers 2' (high) x 4'x 8' (steel with wooden top) each _____	\$ 7.50	\$ 7.50 \$ _____
_____	Public Address System for _____ days	\$150.00	\$150.00 \$ _____
_____	Speaker's Podium for _____ days	\$ 10.00	\$ 10.00 \$ _____
_____	Ticket Booth (each) _____ days	\$100.00	\$150.00 \$ _____
_____	60 Seat Bleacher (each) _____ days	\$ 90.00	\$120.00 \$ _____
_____	Hwy 113 Sign Provided _____ week(s)	\$125.00	\$125.00 \$ _____

• First green trash bin free of charge. \$35.00 will be charged for each additional green trash bin used

Equipment Total: \$ _____
Facility, Equipment and Deposit Total: \$ _____

****IMPORTANT**** TOTAL RENTAL FEE DUE 2 WEEKS PRIOR TO EVENT
 Agreed: _____

GENERAL INFORMATION FOR FACILITY USERS

The ½ rental rate to reserve the building or grounds for your event is **non-refundable**, therefore make sure you have the church or contacted your group, etc. before reserving the dates.

IMPORTANT Clean up requirements are posted in each building. The refundable cleaning/security deposits will be made to the renter if applicable upon acceptable cleaning review - after the Board of Directors regular meeting following your event. The board meetings are scheduled for the second Wednesday of each month.

The Dixon Police Chief will determined how many uniformed security guards and supervisors you will need for your event. You must get a permit from the Dixon Police Department if alcohol is being served at your event. Non profit organizations that will be selling alcohol require an approval stamp liquor letter from the Alcohol Beverage Control. The ABC application will be in your packet from the Dixon Police Department. **SECURITY GUARDS MUST BE IN PLACE PRIOR TO SERVING ANY ALCOHOLIC BEVERAGES AND WILL CLOSE THE ALCOHOL (BAR) ONE HOUR BEFORE YOUR EVENT ENDS, THEY WILL REMAIN UNTIL YOUR EVENT IS OVER**
You must use: DWB SECURITY (916) 344-9000

Commercial events (i.e. public dances, festivals, sporting events, etc.) The Friends of Dixon May Fair have the first right of refusal to provide alcohol. Renter will get 40% and Friends of Dixon May Fair will get 60% (after expenses). If not using the Friends of Dixon May Fair the renter will pay one hundred twenty five dollars (\$125.00) per open keg on beer (7 ½ cases of 12oz. beverage equals 1 keg- regardless of usage) and twenty percent (20%) on mixed drinks (less tax on alcohol sales) All payment on alcohol will be determined by invoice from the distributor and payment due upon receipt of said invoice to renter.

Twenty percent (20%) of gross sales (less taxes on food and novelty sales) to the 36th District Agricultural Association. Make checks payable to: **Friends of Dixon May Fair PO Box 242, Dixon, California 95620**

Facility rental fees and deposits are due, in full, two weeks prior to your event.

The State of California requires a “**Certificate of Insurance**” for one million dollars (\$1,000,000.00) liability coverage. Hazardous activities (i.e. rodeo, mutton bustin, destruction derby, etc.) require two million dollars (\$2,000,000.00) or three million dollars (\$3,000,000.00) liability (and liquor liability, if applicable) is required. The correct wording for the additional insured statement that you need to give to your insurance agent is: **“That the State of California, the 36th District Agricultural Association, County Fair, Citrus Fair, or California Exposition and State Fair, their agents, officers, servants, and employees are made additional insured but only insofar as the operations under this contract are concerned.”**

If you do not have your own insurance (homeowners policy, business, etc.) you may purchase liability insurance for your event from the State. If purchasing the special events insurance through the fairgrounds office, payment must be made by either a money order, certified check or cashiers check made payable to: **CALIFORNIA FAIRS SERVICES AUTHORITY (CFSA)** and we will do the paper work for you.

The rate per day depending on attendance is:

Attendance	under 100	101- 500	501- 1,500	1,501- 3,000	3,001- 5,000	over 5,000
Rate per Day	\$55	\$90	\$145	\$205	\$270	

The above premiums do not include liquor liability.

From our experience unsupervised children can create a considerable amount of damage and extra clean up during an event in their efforts to entertain themselves. The user of the facility will be billed for these types of damages. It is in your best interest to have someone from your group monitor the activities of the children in attendance at your event.

No smoking is allowed in any building.

Parking is allowed in the parking lots only during your event

Due to fire regulations and the difficulty in clean up, the use of straw, confetti, and glitter is expressly prohibited in decorating and/or use during an event.

For liability reasons, ladders, electrical drop cords, and tools used in decorating or other purposes are not supplied by the 36th District Agricultural Association.

Clean up guidelines for facility users are listed in each building i.e. sweep floors, wipe spills, correctly re-stack tables, chairs, etc.

Mops brooms and other cleaning equipment will be supplied by the 36th District Agricultural Association. Cleaning products such as soap, 409, Windex, etc. are the responsibility of the renters.

Dump blue trashcans into green trash bins. Remember the first green trash bin is free of charge, but each additional green trash bin used thereafter is \$35.00 each.

The 36th District Agricultural Association will charge \$25.00 per man per hour for returning the building or grounds to its proper rental condition if needed. Anything you can do, as the renter to prevent additional cleaning will save you money.

BUILDING DIMENSIONS AND CAPACITIES

Facility	Dimensions	Square feet	Audience Capacity	
			Theater	Dining
Madden Hall	124.5 ft. x 70.5 ft	9,874 sq ft.	1,400	658
Madden Dining Hall	74ft x 30 ft	2,201 sq. ft.	314	120
Denverton Hall	50.5 ft x 84.5 ft	4,943 sq t.	706	325
Arena Grandstand (portable bleachers are available also)			1,657	
Leber Garden	90 ft x 85 ft.	7650sq. ft.	250	200
Stage	60 ft x 15 ft.	900 sq. ft.		
Wine Room	15ft. x 50 ft.	750 sq. ft.	40	N/A

Attached is the information and form for rentals at the Dixon May fairgrounds:

1. YOU MUST CALL THE MAY FAIR OFFICE 678-5529 TO CHECK AVAILABILITY FOR YOUR DATE.
2. YOU MUST COME AND PAY ½ THE RENTAL FEE IN PERSON TO RESERVE THE DATE (this is non-refundable if you cancel) NO EXCEPTIONS!!
3. ALL RENTERS MUST USE DWB PROTECTIVE SERVICES FOR THEIR EVENT SECURITY – you must call them directly to make arrangements (916) 344-9000.
4. YOU MUST FILL OUT AN EVENT FORM WITH THE DIXON POLICE DEPARTMENT (Available at the Dixon PD office.)