



## Douglas County Fairgrounds and Events Center

500 Fairgrounds Dr.  
Castle Rock CO 80104  
720-733-6900 / fax: 720-733-6901

# Rental Agreement

## TEST

<b>Event Name:</b>	TEST	<b>Booking #:</b>	1635
<b>Reservation Type:</b>		<b>Event Manager:</b>	Bartlett, Michelle
<b>Client Name:</b>	DC Gov - Facilities, Fleet & Emerg. Support Serv.	<b>Contact:</b>	Hallmark, Tim
<b>Address:</b>	500 Fairgrounds Drive, Castle Rock, CO 80104 USA	<b>Phone #:</b>	x7645
<b>Location(s):</b>	<b>James R. Sullivan Events Center</b>		

This Rental Agreement is entered into between Event Holder listed above, hereinafter referred to as Event Holder and Douglas County, Colorado, hereinafter referred to as Douglas County Fairgrounds (DCF), whose address is 500 Fairgrounds Drive, Castle Rock, CO 80104.

The rental of all facilities shall be governed by the Douglas County Facilities Management Policies and Procedures / Facility Rental Information, which are incorporated herein by this reference as if fully set forth herein. Douglas County shall always have the right to interpret and enforce the Policies and Procedures and, in its sole discretion, to eject any or all persons who fail to comply with them or the directions of County staff.

*Event Holder acknowledges it is their responsibility to complete all reminders by the deadline dates. Failure to adhere to the deadlines will result in the event's cancellation.*

### Alcohol for Events

*Events selling alcohol or serving alcohol to the public need to get a special event permit from the Town of Castle Rock. This includes events where alcohol is included in the ticket price or if a beer is given to all participants after a race. Private events with an RSVP list that are serving (not selling) alcohol do not need a permit from the Town of Castle Rock but still need liquor liability on their insurance. All events with alcohol may require a Douglas County Deputy to be onsite for the hours alcohol is served.*

### Animal Sales

*It is the Event Holder's responsibility to contact the Colorado Department of Agriculture: Brand Commission (303) 294-0895 and secure a license to sell animals on consignment.*

### Arena Set up

*In lieu of a planning meeting, the Arena will be set up the same for each event unless notified 30 days in advance.*

### Athletic Commission

*The Event Holder agrees to sanction the event with the State Athletic Commission and provide documentation of certification to Facilities Management.*

### Auto Sales

*The Event Holders must contact the Colorado Automobile Dealers License Board and secure an Off-Premise Permit - before conducting any sales of autos at the Douglas County Fairgrounds.*

### Cancellation Policy

*Douglas County Facilities Management reserves the right to cancel any of the listed dates for any reason. The Event Holder agrees the maximum liability of the County to Event Holder due to cancellation of an Event by the County, regardless of the reason for cancellation, is limited to the fees paid by the Event Holder.*

### Deliveries

*DCF will not accept deliveries on behalf of Event Holders. This includes packages sent by mail, freight, and rental companies. Please arrange for all items to be delivered on a day when you have rented the facility and have staff or volunteers onsite.*

#### Designated Employee

*As a County entity, you must designate an employee to be the liaison between Facilities Management and the event participants. The responsible party must be in attendance for the entire duration of the event and will need to understand and follow the policies and procedures for the facility use, including any setup and clean-up guidelines.*

#### Event Detail for the Web page

*Event details are to be provided to Event Coordinator 45 days before the event.*

#### Event Times

*The times listed on this Rental Agreement are approximate. The Event Holder is responsible for informing Douglas County of setup, event, and tear-down times during a planning meeting. Times agreed upon in the planning meeting a minimum of 60 days before the event are considered final. Failure to operate within the time limits may result in additional labor, facility and or equipment costs charged to the Event Holder.*

#### Event Times Final

*The Event Holder agrees to operate the event within the times listed in the agreement. Failure to operate within the time limits may result in additional labor, facility and or equipment costs charged to the Event Holder.*

#### Extras/Equipment

*Charges for extras/equipment will be assessed when provided by DCF, including any extras not specified in the agreement. Price will be based on the fee schedule listed in the current policy and procedures (Exhibit A, page 3).*

*The Event Holder listed on the agreement will need to approve additional items requested the day of.*

#### Surcharges

##### Ticket / Admission Surcharge

*A surcharge shall be paid by all Event Holders who charge a fee to enter their event.*

- 1. Event Holders charging \$4.99 or less must collect a fee of \$.50 per Ticket / Admission sold to be paid to Douglas County.*
- 2. Event Holders charging \$5.00 or more must collect a 5% fee per Ticket / Admission sold or \$1.00, whichever is greater, to be paid to Douglas County.*
- 3. Douglas County will allow the Event Holder up to 5% of total ticket sales for complimentary tickets. Any complimentary tickets given away beyond 5% of total ticket sales will be assessed the surcharge.*
- 4. Ticket sales must be accounted for within 48 hours after the conclusion of the event. Payment shall be made to Douglas County Facilities Management within two weeks of the last day of the event.*

##### Vendor Booth Surcharge

*All Event Holders who charge vendors for booth space shall pay a Vendor Booth Surcharge.*

- 1. The Vendor Booth surcharge requires the Event Holder to collect and pay to Douglas County either:  
\$15.00 from each 10' x 10' or smaller booth space  
OR  
10% of booth rental amount if booth spaces are larger than 10' x 10'*
- 2. The vendor booths must be accounted for within 48 hours after the conclusion of the event. Payment shall be made to Douglas County Facilities Management within two weeks of the last day of the event.*

##### Participant Surcharge

*All Event Holders who charge a participation or registration fee shall pay a Participant Surcharge.*

- 1. The Participant surcharge requires the Event Holder to collect \$1.00 per participant registration to be paid to Douglas County.*
- 2. All participants must be accounted for within 48 hours after the conclusion of the event. Payment shall be made to Douglas County Facilities Management within two weeks of the last day of the event.*

##### Fire Safety Permit

*Per Castle Rock Fire Department, no inspection is required for this event as long as the setup doesn't change.*

##### Firearm Sales / Show

*Event Holder agrees to comply with all state and Federal laws regarding the sale of firearms. A detailed operation plan is due to Facilities Management 30 days prior to any event involving firearm sales.*

##### General Compliance

*The Event Holder agrees to comply with all applicable governmental agencies' rules, ordinances and statutes. The Event Holder assumes full responsibility for payment of all sales, use, assessments and/or fees in compliance with the requirements of the Town of Castle Rock, Douglas County and the State of Colorado, depending on the Facility location.*

##### Insurance on file

*The Event Holder has a valid certificate of insurance on file.*

##### Key pick up

*Event Holder must make arrangements to pick up keys from the office and conduct a pre-event walk-through during our normal business hours (Monday through Friday 8:30 AM - 4:30 PM)*

##### Limits of Liability - Gov

*The Colorado \_\_\_\_\_ Department shall be liable for its own negligence, gross negligence, intentional acts, or omissions while using the Facility. The Limitations on Liability provision on p. 15 in the Douglas County Facilities Management Policies does not apply to the Colorado State Parks Department's Rental Agreement except that only the cancellation of the event language in this provision does apply to the Colorado \_\_\_\_\_ Department.*

#### **Livestock Health Certificates**

*Health certificates could be required at any time, depending on outbreak conditions. The Event Holder will be notified of requirements prior to the event.*

#### **Louviers**

*Louviers Village Clubhouse is located in a residential area. Therefore, particular attention should be taken on the part of the Event Holder to ensure residents are not negatively impacted by an event. Overflow parking is available along Louviers Blvd or in Dupont Park. Driveways should not be blocked; parking on residential lawns is prohibited. Noise levels governed by Douglas County will be strictly enforced. Building hours are 8am to 8pm, 7 days a week.*

#### **Manure Removal**

*Event Holder agrees to clean all animal stalls: remove shavings and/or bedding, feed and manure and place them in manure bins or a pre-determined location. Failure to do so will result in labor and equipment costs charged to the Event Holder.*

#### **Minimum Fee**

*The minimum number of participants for weeknight sessions is 15 participants or \$75.00.*

#### **Multiple Event Coordination**

*More than one event is scheduled on the Fairgrounds during your event. Therefore, the Event Holder must follow a pre-arranged parking, traffic flow and activity plan.*

#### **No Alcohol Allowed**

*Alcohol will not be served/sold at this event.*

#### **Park and/or Trail Use**

*The Event Holder agrees to acquire permission for Park and/or Trail use from the Douglas County Parks Department and provide a copy of the permit to Fairgrounds Management.*

#### **Parking - Arena**

*Parking for the Indoor Arena is in the dirt lot just south of the Indoor Arena. No parking around Kirk Hall or the Midway. Overflow parking will be available in the dirt lot next to the Large Animal Barn, depending on availability and parking lot #1.*

#### **Parking - Events Center**

*Parking for this event will be in Parking Lots #2 and #5. No parking is allowed in Douglas County staff or office visitor parking spaces. In addition, parking is not permitted behind or on the two sides of the Events Center, within 18 feet of the doors.*

#### **Parking - shared**

*All parking lots will be shared with other events.*

#### **Parking Lot #1**

*Parking for this event will be in Parking Lot #1. Participants, Guests, and Spectators need to use this parking lot. Parking around the facility is not permitted.*

#### **Parking Lot #5**

*Parking for this event will be in Parking Lot #5. Therefore, participants need to use only this parking lot.*

#### **Participant Waiver**

*Each participant is required to have on file with Facilities Management a participant waiver.*

*Permits Event Holder agrees to acquire all necessary road closure and/or right-of-way permits from the Town of Castle Rock, Douglas County and the State of Colorado and provide copies of all permits to Facilities Management.*

#### **Sales Tax Collection**

*The Event Holder assumes responsibility for payment of all sales tax in compliance with Douglas County, the Town of Castle Rock and the State of Colorado. Event Holders must submit Business and Tax License information to the Town of Castle Rock and have a Special Event license through the State of Colorado.*

#### **Self Serve Facility**

*The facility that you have booked is a 'self-serve' facility. As the Event Holder, you are responsible for the setup and tear-down of the room. Please refer to the cleaning procedure for each facility listed in the policies and procedures. Tables and chairs are provided with the use of the room. Additionally, you must arrange for any refreshments and trash removal. Failure to comply with facility use guidelines may result in additional labor, facility, and equipment costs.*

#### **Volunteer Liability Release**

*Each volunteer must sign a release and waiver of liability form prior to participation in the activity/event. Completed release forms must be on file with Douglas County prior to the activity/event.*

Wilcox Building - grounds use

*The Event Holder agrees to coordinate with Douglas County Facilities Management for all uses of the Wilcox Building grounds. Specific care must be taken when using tent stakes and crowd control. Additionally, the Event Holder agrees to pay for any damages caused by the event or event spectators. Further Event Holder agrees to leave a minimum of 5 parking spots open and accessible for County employee access during all event hours.*

## **EVENT HOLDER DEADLINES**

### **Confirmed Agreement**

*The event is not considered confirmed until this agreement has been signed by both the Event Holder and Douglas County Facilities.*

### **Security Deposit**

*The Event Holder shall post a security deposit to confirm their event date. The security deposit will be refunded after the event if the facility is left in a clean state and there are no damages.*

### **Insurance - Alcohol Sales**

*The Event Holder has permission to sell alcohol at the event. The Event Holder will provide Douglas County with the required certificate of insurance prior to the event. The certificate of insurance must state alcohol will be consumed and sold as described in the insurance section herein.*

### **Insurance - Alcohol Served**

*The Event Holder has the permission of Douglas County to serve alcohol at the event. The Event Holder will provide Douglas County the required certificate of insurance prior to the event. The certificate of insurance must state alcohol will be consumed as described in the insurance section herein. Alcohol may not be sold at this event.*

### **Insurance Certificate**

*At Event Holder's expense, the Event Holder shall provide commercial general liability/general liability insurance in the amount of \$1,000,000 to provide coverage for all phases of the scheduled Event. A certificate of insurance must be provided to Facilities Management prior to occupying the Facility for any phase of the scheduled Event. The certificate of insurance must name Douglas County, Colorado, its officers, agents, and employees as additional insured. To the fullest extent permitted by law, the Event Holder agrees to save and hold harmless the County from all claims, losses, damages, liabilities, expenses, and attorney's fees of any kind resulting from any phase of the conduct of an event at a Douglas County Facility except as otherwise stated herein.*

### **Non-Profit Certification**

*The non-profit rate applies to organizations registered with the State of Colorado as a non-profit 501(c)3 or similar qualifying organizations. Event Holder agrees to provide a valid certificate of good standing 60 days before the event.*

### **Planning Meeting**

*The Event Holder must arrange a final planning meeting with the Fairgrounds staff. Planning meetings must take place a minimum of 30 days prior to the event.*

### **Catering/Concessions**

*Events held at the Events Center have the option to choose any caterer/concessionaire for food service. The Event Holder must inform Douglas County of the catering choice.*

### **Remaining Balance**

*The balance of the rental fee must be paid in full 60 days in advance of the scheduled event. Douglas County accepts cash, credit card, personal, business, cashier checks, or money orders.*

### **Security Required**

*At Douglas County's discretion, Event Holder agrees to pay for a Douglas County Sheriff's Deputy to be on the grounds during the event's operating hours. DCF will schedule a Deputy upon receiving the hours of the event a minimum of 60 days before the event.*

### **Special Permit - Alcohol Sales**

*The Event Holder has the permission of Douglas County to serve alcohol at the event. The Event Holder will provide Douglas County with the required certificate of insurance prior to the event. The certificate of insurance must state alcohol will be consumed as described in the insurance section herein. Alcohol may not be sold at this event.*

### **Submit Floor Plan**

*Event Holders shall submit floor plans to Douglas County at least 30 days in advance of the event. The plan could include decorations, dimensions of all aisles, booths, table and chair locations, parking areas, loading and unloading areas, etc.*

### **County Health Permit**

*A copy of the County Health License is required to be submitted to the Fairgrounds office for all food vendors. Any food vendors that do not provide this will not be allowed to serve food onsite.*

### **Submit Surcharges**

EXAMPLE



## Event Confirmation

<b>Event Name:</b>	TEST	<b>Booking #:</b>	1635
<b>Reservation Type:</b>		<b>Event Manager:</b>	Bartlett, Michelle
<b>Client Name:</b>	DC Gov - Facilities, Fleet & Emerg. Support Serv.	<b>Contact:</b>	Hallmark, Tim
<b>Address:</b>	500 Fairgrounds Drive, Castle Rock, CO 80104 USA	<b>Phone #:</b>	x7645
<b>Location(s):</b>	<b>James R. Sullivan Events Center</b>		

**Monday, December 25, 2023**

**Location: James R. Sullivan Events Center**

Booked From/To	Event Start/End	Description	Charge
7:00 AM-11:00 PM	8:00 AM-10:00 PM	TEST	\$0.00
<b>Total:</b>			<b>\$0.00</b>
<b>Payments/Credits:</b>			<b>\$0.00</b>
<b>Balance:</b>			<b>\$0.00</b>

In signing this Rental Agreement, the Event Holder signifies that he/she has been provided a copy of the Policies and Procedures governing the use of the Douglas County Facility and has had an opportunity to review those policies and procedures.

**EVENT HOLDER:**

Print Name:

Signature:

Date:

**COUNTY OF DOUGLAS, STATE OF COLORADO**

By:

Name:

Title:

Date:

EXAMPLE