



## Douglas County Fairgrounds and Events Center

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

# Rental Agreement

**TEST**

November 11, 2024 - November 11, 2024

Event Name:	TEST	Booking #:	3656
Reservation Type:		Event Manager:	Mannes, Michelle
Client Name:	Mannes, Michelle	Contact:	Mannes, Michelle
Address:		Phone #:	720-733-6902
Location(s):	Conference Rooms - Events Center		

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 Fairgrounds (DCF) Policies and Procedures / Facility Rental Information which are incorporated herein by this reference as if fully set forth herein.

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

### 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 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 be required to have a Douglas County Deputy onsite for the hours alcohol is served.

### Cancellation Policy

Douglas County Fairgrounds (DCF) 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.

### Designated Employee

The Event Holder must designate a responsible party to be the liaison between Douglas County Fairgrounds (DCF) and the participants of the event. The responsible party must be in attendance for the

entire duration of the event and follow the Policies and Procedures / Facility Rental Information ; to include any set up and clean-up guidelines.

### **Event Times**

The times listed on this Rental Agreement are approximate. It is the Event Holder's responsibility to inform Douglas County of set-up, event and tear-down times during a planning meeting. Times agreed upon in the planning meeting a minimum of 30 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.

### **Extras/Equipment**

Charges for extras/equipment will be assessed when provided by Douglas County Fairgrounds (DCF), including any extras not specified on this agreement. Price will be based on fee schedule listed in current Policies and Procedures / Facility Rental Information (Exhibit A, page 3). Event Holder listed on agreement will need to approve additional items requested day of.

### **Fire Safety Permit**

Event Holder is required to submit a permit application to the Castle Rock Fire Department for review at <https://crgov.com/FormCenter/Fire-5/Permit-Application-for-Special-Event-512>

A fee may be assessed by the Fire Department depending on number of attendees at the event. If Event Holder has any questions about the permitting process, please reach out to the Castle Rock Fire Department directly.

### **SURCHARGES**

#### **Ticket / Admission**

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 \$0.50 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 Fairgrounds (DCF) will allow Event Holder up to 5% 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 Fairgrounds (DCF) within two weeks of the scheduled final 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

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 scheduled final 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.

### **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)

### **Deliveries**

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

### **Livestock Health Certificates**

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

### **Manure Removal**

Event Holder agrees to clean all animal stalls, including the removal of shavings and/or bedding, feed and manure, and placing these items in manure bins or a pre-determined location. Failure to do so will result in labor and equipment costs charged to the Event Holder.

### **Multiple Event Coordination**

More than one event may be scheduled on the Fairgrounds during Event Holder's event. Event Holder must follow a pre-arranged parking, traffic flow, and activity plan provided by Douglas County Fairgrounds (DCF). All parking lots may be shared with other events.

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

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.

### **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 Douglas County Fairgrounds (DCF)

#### **Sales Tax Collection**

Event Holder 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**

Event Holder has booked is a 'self-serve' facility. Event Holder is responsible to set-up and tear-down 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, Event Holder must arrange for any refreshments and trash removal. Failure to comply with Douglas County Fairgrounds (DCF) use guidelines may result in additional labor, facility, and or equipment costs charged to the Event Holder.