



BOOKING RATES & CONDITIONS / RENTAL APPLICATION

The Fair Site Management Group (FSMG) is pleased to offer the Clark County Event Center at rental rates that are very competitive within the industry. FSMG shall have the flexibility to negotiate facility rentals and terms of rent, such as standard rates plus reimbursable expenses, all-inclusive flat fees, or percentages of event revenues, above or below industry standards. Our goal is to provide the flexibility in the structure of rent necessary to successfully host a wide variety of events.

FSMG considers the following when evaluating rental requests:

- **The income potential from the event.**
- **The economic impact on the community.**
- **The development of repeat business.**
- **The reputation of the Event Center as a venue for quality event programming.**
- **The risk and liability for the Event Center and the public.**
- **The ability of the promoter / presenter to successfully finance and produce the event.**
- **The balancing of programming presented to the public.**

FSMG requires event promoters / presenters seeking to book events at the Event Center to demonstrate knowledge of and/or the capacity to:

- **Successfully produce the event in a manner that satisfies all contractual obligations.**
- **Ensure the Safety of the public as well as the facilities and its staff.**
- **Demonstrate experience using facilities similar to the Event Center with space usage regulations, crowd control, and public assembly procedures.**
- **Produce and manage an appropriate event budget.**
- **Plan and implement a successful event marketing campaign.**
- **Maintain financial solvency.**

First time prospective clients need to complete a rental application which includes details of the proposed event and business history of the promoter / presenter. Submittal of a rental application does not guarantee that the event will be booked or dates held. Booking inquiries can be made by calling the FSMG office at (360) 397-6180.

The following are general terms, policies and conditions used when booking events at the Event Center:

- **Rental Term:** Per day rates are normally defined for events between 8am and midnight, however, all hours around the clock can be used to stage events.
- **Insurance:** Renter is responsible for all proper Insurance coverage, Licenses, Permits, Taxes and Fees.
- **Fire Marshall Permit:** Floor plans for events (if applicable) must be submitted, approved and a permit issued by the Fire Marshall at least 30 days prior to the load-in of the event. The Event Center staff can assist with permitting process.
- **Service Providers:** Only pre-approved service providers may be used for services affecting public safety or standards of service, such as security, or decorator services.
- **Concessions:** Ovations Food Service has the exclusive rights to all concessions at the Exhibition Center.
- **Parking:** All vehicles parking on the premises are subject to parking fees. Currently, the parking fees are \$6.00 per car per day; \$5.00 for exhibitors in advance. Parking lots may be purchased in advance to provide for free parking for event attendees at the discounted exhibitor rate per space.
- **RV / Overnight camping:** Overnight RV camping is available at \$20 per night per vehicle with or without power. No sewer hookups, only limited power and water hookups are available.
- **Protection for similar events:** FSMG reserves the right and discretion to allow a reasonable period of separation between similar events in order to minimize confusion to the public, avoid financial hardship and provide the opportunity for the success of each event. Standard protection is 45 days prior and 30 days after the event.
- **Amphitheater season restrictions:** During the Clark County Amphitheater Season, (May 1 through September 30) If a concert is scheduled at Amphitheater, all Event Center events must be concluded and traffic cleared from the parking lots of the Event Center by 5:00pm on week days, and 1:00pm on weekends.
- **Application:** Before a requested date is confirmed, FSMG must receive a completed and approved application, the required deposit and a fully executed contract.
- **Deposit:** A non-refundable deposit of 25% is required to officially hold a date for a prospective event. The deposit will be credited towards the overall rental of the event. Remaining payments must be made in full prior to the beginning of the event.
- **Cleaning / Damage Deposit:** A refundable deposit is required in advance of the event for any damage to the premises or extraordinary cleaning necessary as a result of the event.
- **Settlement:** At the conclusion of the event, the renter will be responsible for settling all outstanding facility expenses. The renter will be presented with all available documentation of expenses to include, but not be limited to: rental balance, equipment rental, and labor expenses.

FACILITY RENTAL FEES:

All fees are per event day unless otherwise noted. **Move in/out days are 50%** of the listed event daily rental. Rates do not include reimbursable or traditional promoter expenses listed below.

EXHIBITION HALL:

▪ Hall A	(32,400 sq.ft)	\$2,250
▪ Hall B	(21,600 sq.ft)	\$1,700
▪ Hall C	(43,200 sq.ft)	\$3,000
▪ Hall AB	(54,000 sq.ft)	\$3,650
▪ Hall BC	(64,800 sq.ft)	\$4,200
▪ Hall ABC	(97,200 sq.ft)	\$5,850

EQUESTRIAN ARENA:

▪ Equestrian events:	\$595
▪ Non-equestrian events:	\$795
▪ Set-up day	\$150

COMMERCIAL EXHIBIT AREAS:

▪ South Hall #1	(24,000 sq.ft)	\$850
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INCLUDED IN RENTAL RATES:

- Initial standard configuration of facility to event specifics.
- Event attendants to service restrooms and facility during normal event operations. (*excessive cleaning or excessive show generated materials not included*)
- Overnight clean-up following event.
- Recognition on facility marquee on days of rental and on prior days as available.
- Event listed on facility website and on all upcoming events calendars generated by FSMG.
- Event facility representative to act as liaison at all times with the facility and its services.

TRADITIONAL PROMOTER EXPENSES / RESPONSIBILITIES: Promoter / event organizer is solely responsible for all coordination and fees associated with the following services, to include, but not limited to:

- Decorating services: Tables, chairs, pipe & drape, etc.
- Stage, Sound & Lights
- Power distribution.
- Utilities
- Security
- Guest Services: Ushers, ticket takers, door guards, greeters
- Catering
- Loading dock coordinator (if necessary)
- Fire Marshall permits
- First aid / medical personnel including stand-by ambulance service
- Police and Fire Department details
- Equipment rentals
- Telecommunications: analog phone lines, high speed data lines.
- Natural Gas service
- Required / requested specialized labor
- Excessive trash / compactor / dumpster requirements
- Excessive cleaning / facility restoration



CLARK COUNTY
EVENT CENTER
at the Fairgrounds

APPLICATION FOR RENT

PROPOSED EVENT INFO:

Name of Event: _____	
Event Date(s): _____	Public <input type="checkbox"/> Private <input type="checkbox"/>
Move-in Date(s): _____	Est. attendance: Daily: _____ Total: _____
Move-out Date(s): _____	

Type of Event: _____ Meeting/Convention _____ Sporting Event (describe) _____
 _____ Trade Show _____ Banquet (describe) _____
 _____ Consumer Show _____ Other (specify) _____

Space to be used: _____ Hall A (32,400 sq.ft.) _____ Hall AB (54,000 sq.ft.) _____ South Hall #1
 _____ Hall B (21,600 sq.ft.) _____ Hall BC (64,800 sq.ft.) _____ South Hall #2
 _____ Hall C (43,200 sq.ft.) _____ Hall ABC (97,200 sq.ft.) _____ South Hall #3
 _____ Equestrian Arena
 _____ Outdoor areas: _____
 _____ Other: _____

Proposed ticket prices: _____
 Daily event hours: _____

Additional Event information and Descriptions:

APPLICANT INFO:

Name of leasing organization: _____
 Representative (w/signatory authorization): _____ title: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____ cell: _____
 e-mail address: _____

Tax ID# _____ Registered in the state of: _____
 UBI# _____

Principal Owners/Managers in Organization _____

List any other individuals, companies, or organizations involved in the presentation of this event:

PREVIOUS PROMOTIONS / EVENTS / EXPERIENCE:

Event: _____ Date(s): _____
Facility: _____ Contact: _____ Phone: _____
Event: _____ Date(s): _____
Facility: _____ Contact: _____ Phone: _____

BANK AND CREDIT REFERENCES:

Institution: _____ Phone: _____ Account # _____
Institution: _____ Phone: _____ Account # _____

FSMG, at its sole discretion, shall maintain the right of approval or disapproval of this application for the rental of the Event Center.

The applicant hereby agrees that the information provided herein is true and factual; that the applicant is not acting on behalf of any undisclosed parties or principals; and has provided a full, complete and accurate disclosure of the information contained herein. The applicant also understands that providing false information could result in the immediate cancellation of the event and/or the implementation of cancellation provisions of the Rental Agreement.

The applicant authorizes FSMG to make a complete and full review of all documents and information listed above and authorizes the disclosure of all materials and records to this process.

Applicant _____ Title _____
Signature _____ Date _____

Please Return completed application to:

FSMG
17402 N.E. Delfel Rd., Ridgefield, WA 98642
phone: (360) 397-6180
fax: (360) 397-6185

For official use only

Date Received _____ Received By _____
Approved _____ Denied _____
Comments: _____

