



# Fond du Lac County

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## Fond du Lac County Fairgrounds

160 S Macy Street  
Fond du Lac WI 54935

Phone (920) 929-3169  
Email: [fairgrounds@fdlco.wi.gov](mailto:fairgrounds@fdlco.wi.gov)

## Fond du Lac County Fairgrounds Event Checklist

- Confirm the availability of the Fairgrounds for the event date
- Review lease document(s), including policy and procedures. Review the City's Special Event Guidelines Booklet if applicable. (Usually for outdoor events)
- NEW RENTERS – Arrange for a tour of the facilities
- NEW RENTERS – Meet with Fairgrounds Staff to review setup, opening, and closing responsibilities
- Secure the event date by submitting the contract required deposit and proof of insurance (min. 30 days before event). Recommended insurance site: <https://www.theeventhelper.com/#o55BZE>
- Submit non-profit documentation, if applicable
- If serving alcohol, contact the auxiliary sheriff a minimum of 30 days before the event. If selling alcohol you must contact the City Clerk for a Class B alcohol license. Sheriff Office: 160 S. Macy St., Phone: 920-929-3373. City Clerk 160 S Macy St 920-322-3433 Submit a copy of both forms within thirtydays of the rental date.
- Receive event confirmation Email from Fairgrounds
- Review event setup with Fairgrounds Staff before the event
- Receive keys.\* Set up event
- Clean up after the event - Building must be vacated by 12:30 A.M. Cleaning may resume anytime after 6 A.M. that morning and must be completed by 1:00 P.M.
- Attend final inspection walk-through with Fairgrounds Staff (this may be waived if staff feels facility was left in proper condition – additional charges may apply)
- Return keys\*
- Pay bill for additional charges and equipment upon receipt of invoice

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A deposit is required 30 days before the event and rental fees are to be paid in full before move-in dates.

A security deposit of \$250 or more may be required on leases.

No event will be allowed unless a lease agreement has been signed and placed on file. A certificate of insurance must also be included.

All events must clean up used areas upon completion of the event.

Fond du Lac County Fairgrounds charges: Users will be charged a minimum of one hour (current rate of \$45 per hour) for a staff worker to return to the Fairgrounds for any reason after their normal working hours. The staff currently works from 7 a.m. to 3:30 p.m. Monday through Friday. Users are encouraged to handle event issues during these scheduled work hours. Fond du Lac County will furnish custodial services to lock and unlock doors and janitorial services at a rate of \$45 per hour with a one-hour minimum.

The lessee of buildings and grounds for animal events will have the option to (1) clean up and remove all refuse from the buildings and grounds from the Fairgrounds and return them to their original condition, or (2) clean all refuse from the stalls to the center aisle way and, at a rate of \$45 per hour, have the refuse removed from the buildings by the Fairgrounds staff and placed in a contracted dumpster for removal from the Fairgrounds.

Due to the many different needs and requirements of groups that wish to use the Fairgrounds facilities, the UW-Extension Education, Agriculture, and Recreation Committee reserves the right to assess or adjust any charges for county services required by the group.

Any special or extended events should approach the Fairgrounds supervisor to establish dates and charges.

A rate of 20% percent less than the published building rates may be available to any nonprofit organization as described below. Documentation verifying nonprofit status must accompany the lease agreement or the full rate will be applied.

- Nonprofit: Any group organized as a nonprofit organization that qualifies for tax-exempt status under the Internal Revenue Code Section 501(c)(3).

4-H will be allowed to use the buildings and grounds at a rate of 65 percent off the rental rates.