

Fond du Lac County

Fairgrounds Event Checklist

- Confirm Availability of Fairgrounds building(s) for event date
- Review lease document(s) including policy and procedures
- NEW RENTERS – Arrange for tour of facilities
- NEW RENTERS – Meet with fairgrounds staff to review set up, opening and closing responsibilities
- Secure event date by submitting contract, required deposit (min. 30 days before event) and proof of insurance
- Submit Non-Profit documentation, if applicable
- If serving alcohol contact auxiliary sheriff for event
- Receive event confirmation Email from Fairgrounds
- Review event set up with fairgrounds staff prior to event
- Receive keys*
- Set up Event
- Clean up after the event
- 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 equipment upon receipt of invoice
- Complete survey

Park Shelters #1	\$35 per day	
#2	\$25 per day	
Camping per day	\$25 with utilities	
Grandstand	\$605 per day	
Grandstand Lighting	\$110 per day	
Grounds North	Price to be determined	Additional charges may be incurred for extended set-up in buildings and for outside set-ups
Grounds South	by size and type of event	

2019 EQUIPMENT RENTAL RATES

Tables – 24” x 72” & 30” x 72” Bar sections Picnic tables (summer only)	\$2 each per show
Tables – Round 60” (Qty. 24)	\$4.50 each per show
Chairs	\$.65 each per show
Staging:	
24 wide x 16 deep	\$175 per show
24 wide x 12 deep	\$150 per show
Additional Stage Section (4x8)	\$ 12 per show
Bleachers (Qty. 10)	\$ 50 per show
Sound system (where available)	\$38 per show per building
- Grounds (where available)	\$38 per show

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

A security deposit of \$250 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 \$38 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 service for the purpose of locking and unlocking doors and janitorial services at a rate of \$38 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 \$38 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 who 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 25 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 70 percent off the rental rates.

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Auxiliary Sheriff Contact: Sheriff Office 160 S. Macy Street Phone: 920-929-3373

Insurance may be purchased from this company: **www.theeventhelper.com**
There are other companies available.

Insurance Requirement:

A minimum of thirty (30) days prior to holding the event or participating in the event, LESSEE, at its own cost and expense, shall furnish Fond Du Lac County with a Certificate of Insurance indicating proof of the following insurance from companies licensed in the State: (see example)

ACORD ³		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) MM/DD/YY															
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>																			
PRODUCER Your Agent/Broker 123 Main Street Any City, USA 12345			CONTACT NAME: Your Agent/Broker Contact Name PHONE (A/C, No, Ext): Your Agent/Broker Phone # FAX (A/C, No): EMAIL ADDRESS: <table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Best Insurance Company</td> <td></td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>			INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Best Insurance Company		INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURED Your Business/Organization Name 456 Main Street Any City, USA 12345																			
COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:															
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>																			
TRK LTS	TYPE OF INSURANCE	ADDL INSR	SUBR WVG	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS												
	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Includes Blanket Contractual Lia <input checked="" type="checkbox"/> Includes Host Liquor Liability GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PER-SUBJECT <input type="checkbox"/> LOC	X		11111111-1	MM/DD/YY	MM/DD/YY	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000												
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$												
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$												
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			<table border="1"> <thead> <tr> <th>WC STATU-TORY LIMITS</th> <th>OTH-ER</th> </tr> </thead> <tbody> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$</td> </tr> </tbody> </table>	WC STATU-TORY LIMITS	OTH-ER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$				
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) Fond du Lac County, its employees, elected officials, representatives, and members of its boards and/or commissions are additional insureds on the General Liability policy.																			
CERTIFICATE HOLDER				CANCELLATION															
Fond du Lac County Fairgrounds 160 S. Macy St. Fond du Lac, WI 54935				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Authorized Signature Here															