

**YUMA COUNTY FAIRGROUNDS FACILITY RENTAL FORM**  
 Yuma County Commissioners 310 Ash Street, Suite A 970-33-5796

Date(s) of Event:	
Event Name:	
Name: _____	Set up time _____ am _____ pm _____
Address: _____	Event Starts _____ am _____ pm _____
Phone: _____	Event Finish _____ am _____ pm _____
E-mail: _____	

**Check areas you want to use**

**Building Use:**

- Concession Building/ Large Meeting-Dining Room (Use- \$250/day, \$50/hour: Deposit \$500)
- Concession Building / Kitchen (Use \$250/day + \$50 kitchen= \$300 or \$50/hour +\$50 kitchen: Deposit \$500)
- Old Hog Barn (Use \$100/day; Deposit \$250)
- Old Sheep Barn (Use \$100/day; Deposit \$250)
- Restrooms/Concession Building (Use-\$50/day)
- Home Economic Building (Use-\$100/day; Deposit \$250)
- RV Parking / Full service (\$550/month, \$39/night) or Electricity only (\$450/month, \$32/night) (Circle the service being requested.)
- Sound Equipment (Use - \$100/day; Deposit \$500; rental subject to prior reservations)
- Food Booth /North of Home Economic Building (Use-\$35/day)
- Open Beef Barn (Use-\$200/day: Deposit \$500)

**Grandstand/Arena:**

- Grandstand / Arena (Use - \$500/day; Deposit \$1000)
- Grandstand / Whole Racetrack (Use Fee/Damage Deposit depending on size. Additional deposits required).
- Grandstand/Track in front of stands only (Tractor Pull) (Use-\$750/day;Deposit \$1000)(refer to track prep and restoration #20 in rules)
- Arena Horse Stalls east of arena(Per Commissioner Approval) (No monthly rent available, \$10/night)
- North Arena / Concession (\$100/day: Deposit \$250, available in summer only)
- North Arena / Restrooms (\$50, available in summer only)
- North of Arena / Office (\$50, available in summer only)
- Sound Equipment (Use - \$100/day; Deposit \$500; rental subject to prior reservations)

**Horse Boarding:**

- West Horse Barn Stalls (Use-\$100/month, \$125/month stallions, \$15/night, \$20/night stallions)(cleaning deposit \$25)
- Horse Trailer Parking (Included with west horse stall rental)(Only stall renters can park trailers) License Plate # \_\_\_\_\_
- West Arena Pens (Per Commissioner Approval) (Rent-\$50/month, \$100/month stallions, \$10/night)(cleaning deposit \$25)
- Arena Horse Stalls east of arena(Per Commissioner Approval) (No monthly rent available, \$10/night)

**Fairgrounds Other:**

- Full Use of Fairgrounds (Use Fee/Damage Deposit depending on event size. Additional deposits may be required).
- CDL Testing Site (Fees determined by Board of County Commissioners on case-by-case basis depending on event)
- Grass area (approximately 8500sq.ft. With 4 picnic table and use of the stage) (\$100/day: Deposit \$250, available in summer only)

**Equipment Rental:**

(If chairs, tables, panels etc. are requested please fill out the equipment request form. There are additional fees for use of the items.)

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Reservation fee due 2 weeks prior to event.....50 % of total rental requirement \$ \_\_\_\_\_  
(Non-Refundable – applies to total due)( within 7 days of event add 15% to rental fee)  
Remaining amount due 7 days prior to the Event =..... \$ \_\_\_\_\_  
Cleaning/Damage Deposit..... \$ \_\_\_\_\_  
Will alcohol be served/sold at this even? \_\_\_\_\_ Proof of Security Plan (date) \_\_\_\_\_ Proof of Insurance Rec. \_\_\_\_\_

**By signing this Use Request Form, I confirm that I am at least 21 years of age and am the responsible party oracting as such on behalf of the entity herein recorded.**

\_\_\_\_\_  
**Signature** (Blue Ink)

\_\_\_\_\_  
**Date**

Return: 1) Use Request Form 2) Fairground Policy and Use Agreement 3) Use fees 4) Deposits and 5) Proof of Insurance(s) to: Yuma County Commissioners' Office, 310 Ash Street, Suite A, Wray, CO 80758  
Email: acalhoon@co.yuma.co.us Fax 970-332-3411 Phone 970-332-5796

**Fairground Rules**

1. Use of all facilities shall be scheduled through the appropriate office of Yuma County. A non-refundable reservation fee per event must be paid when each event is scheduled. Reservations are not confirmed until a completed contract is approved, and the reservation fee is received. The reservation fee will apply to rental fee owed. Remainder of fees and cleaning/damage deposit must be submitted to the office no less than 30 days prior to the date scheduled. Failure to pay fees 30 days prior to event may result in cancellation of facility use. Access to the facilities at any time other than stated on this form is not allowed unless prior approval is received from Yuma County.
2. Absolutely no drilling of holes or stakes in the arenas will be allowed without the direct supervision of fairgrounds personnel. Stakes are not allowed to be used on the asphalt parking areas.
3. Scheduling of activities shall be made in the name of one individual who must, as a condition of use: accept responsibility for the program; assure that the facilities are used for the purpose for which they are scheduled; reimburse the County for damage to property or facilities including excessive clean-up cost that may occur in connection with the event; assure payment, in full, of all charges for space and equipment requested; and ensure that all promotion and advertising of events involving the use of facilities shall identify the individual or group sponsor of the event.
4. In case of cancellation, fees will be refunded less the reservation fee if notice of cancellation is received 30 days prior to scheduled use. If your event is canceled due to inclement weather, you will be allowed to reschedule with no additional fees due. If your event needs to be re-scheduled for any other reason, you must pay an additional reservation fee.
5. **Subleasing or charging additional fees to use the fairgrounds will not be permitted.**

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6. A cleaning/damage deposit is required of every user. The deposit may be refunded **within 30 days** after your event, dependent upon satisfactory restoration of the facilities, furniture, and fixtures to their condition before your use. All tables and chairs used must be accounted for. Tables and chairs may not be loaned out or removed from the premises for any purpose. **Please do not allow your guests or others to sit on tables!** The Board of County Commissioners reserves the right to withhold any part of the cleaning/damage deposit. Horse stalls not cleaned will forfeit cleaning deposit.

7. If you require additional days for setup, you will be charged the standard rental rate for each additional day required. Commercial users: If special setup/tear-down is required, standard facility use fees will be charged per day.

8. Dances shall end at 12:00 midnight, no exceptions.

9. Alcohol is not allowed on the Fairgrounds at any time other than licensed events or private, invitation only events. Private, invitation only, events may serve alcohol in strictly controlled areas. Alcoholic beverage consumption is always restricted to underneath the grandstand or inside the Exhibit Center building. Do not allow guests to take drinks into the restrooms or outside the controlled area. Responsible adults must serve the alcohol and must be aware of the liability of serving alcohol to your guests. All beverages must be served in cans or disposable cups only. Absolutely no glass bottles will be allowed. You are required to hire off duty law enforcement for crowd control at your expense. (If off duty law enforcement is not retained when required, the county reserves the right to cancel your function on the spot and/or keep your cleaning/damage deposit.)

10. You must apply for a special events liquor license to sell alcohol at a public event. You cannot sell tickets to an event and “give away” alcohol. Colorado law restricts who is eligible to apply for a license.

11. Campfires are prohibited on the fairgrounds.

12. **Liability insurance is required for all events serving alcoholic beverages and certain “high risk” activities including but not limited to rodeos, tractor pulls, carnivals, circuses.** You may be able to obtain a rider on your homeowners’ policy or a policy may be obtained (at your cost) through this website: <https://tulip.intactspecialty.com/e/tulip/apply.aspx>. **An insurance certificate, showing the “Board of County Commissioners of Yuma County, Colorado, a body corporate and politic” as an additional insured must be provided to the County no later than 30 days prior to the event.**

13. Under Colorado Law, an equine professional is not liable for an injury to or the death of a participant in equine activities resulting from the inherent risks of equine activities, pursuant to Section 13-21-119, Colo. Revised Statutes.

14. Yuma County assumes no responsibility for lost or stolen items. You are responsible for crowd control, personal safety, and building security for your event.

15. **Falsified or misleading** information on this form may be cause for cancellation of this contract and forfeiture of cleaning/damage deposit and/or fees paid and may result in loss of future usage of the facility.

16. Determination of the fees for use of the facilities shall be made by the Yuma County Board of Commissioners in accordance with the fee schedule established and shall be agreed to by the authorized agent of the group at the time the reservation is confirmed.

17. Unique events may require additional fees/charges and/or stipulations in addition to those shown. The Board of County Commissioners reserves the right to modify any of the above conditions on a case-by-case basis.

18. RV parking is permitted with authorized use of fairgrounds facilities for events or for overnight parking for travelers passing through with livestock trailers containing living quarters. Additional fees apply for each RV space used. Electricity and water hookups are provided with each space. All terms and conditions of the Fairgrounds Facility Use Agreement apply to the rental of RV spaces.

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19. The Board of County Commissioners reserves the right not to lease any portion or all the fairgrounds to any person or organization which it deems, in its sole discretion, to be in direct and adverse competition to Yuma County merchants or is otherwise detrimental to Yuma County citizens.

20. When an event is held on the race track other than horse racing, the expense of any preparation and or restoration is the sole expense of the event organizer. Before the deposit is returned the restoration has to be completed within 24 hours and approved by the Yuma County Commissioners or their designee. If the track is not restored to original specifications the deposit money will be forfeited and the entity or individuals will not be allowed to rent any facilities at the Yuma County fairgrounds in the future.

21. Security plan is needed for all activities unless waived by the Yuma County Commissioners

I have read and agree to abide by the above rules and conditions for use of the Yuma County Fairgrounds.

Signed \_\_\_\_\_

Date \_\_\_\_\_