



MESA COUNTY FAIRGROUNDS

EVENT HOLDERS GUIDE









mesacounty.us/fairgrounds
970-255-7107
fairgrounds@mesacounty.us

SUMMARY OF EQUESTRIAN & LIVESTOCK FACILITY RATES

FACILITIES		2026 MON-THURS.	2026 FRI-SUN	DEPOSIT
COVERED ARENA COMBO--COMPLEX-Daily Rate* Both Covered Arenas Rented as One		$350.00	$550.00	$300.00
UNITED COMPANIES ARENA Includes Warm-Up Arena		$200.00	$300.00	$200.00
US TRACTOR ARENA * Includes Warm-Up Arena		$250.00*	$350.00*	$250.00
***Arenas: For non-animal ticketed events, requiring significant modification to the facility, the rental price will be the standard rate PLUS 5% of ticket sales or $450 Mon-Thur or $650 Fri-Sun, depending on set up requirements**				
CW HOURLY RATE FOR PRIVATE LESSONS * Per hour with 1 hour minimum/4-hour maximum; advance scheduling required.*		$60.00/HR	$60.00/HR	
WAGNER RENTS LIVESTOCK PAVILION (up to 12 stalls may be included with pavilion rental)		$125.00	$200.00	$100.00
GRANDSTANDS OUTDOOR RODEO ARENA Does not include use of stadium/restrooms		$175.00	$275.00	$200.00
STALL RENTAL PER DAY WITH SHOW		$8.50	$8.50	
CLEANING FEE (per stall)		$5.00	$5.00	
SHAVINGS (per bag)		$10.50	$10.50	
OVERNIGHT BOARDING- STALLS Includes shavings and cleaning		$25.00	$25.00	
Boarding in outdoor pens, per animal		$15.00	$15.00	
RV SPACES 1-10: Electric/Water/Sewer per night		$32.00	$32.00	
RV SPACES 11-32: Electric/Water per night		$27.00	$27.00	
RV OVERFLOW (BY APPROVAL, Electric Only) per night		$16.00	$16.00	
RV Rates include applicable sales tax				
OPEN RIDING PASS per day, per person		$5.00	$5.00	
UNITED COMPANIES ARENA USE FOR TRAINING		$20.00	$20.00	
Per hour with 1 hour minimum/4-hour maximum, weekdays generally 8:00am-4:00pm; advance scheduling required.				

Additional facilities, equipment, and services may be available.
For a complete listing of Additional Services & Incidental Fees, see Section 1.4.g.

For information regarding rates and fees for other facilities at the Mesa County Fairgrounds, please check with the Fairgrounds office or visit our website at www.mesacounty.us/fairgrounds/.

SUMMARY OF BUILDING FACILITY RATES

FACILITIES		2026 MON-THUR	2026 FRI-SUN	DEPOSIT
COMMUNITY BUILDING Includes Sagebrush Room & Warming Kitchen		**$300.00**	**$525.00**	**$350.00***
SAGEBRUSH ROOM Includes Warming Kitchen		**$160.00**	**$185.00**	**$150.00**
US TRACTOR ARENA SHOW OFFICE When not in use with arena		**$75.00**	**$100.00**	**$100.00**
GRANDSTANDS LOBBY (Seasonal) Does not include use of stadium or arenas		**$125.00**	**$225.00**	**$150.00**
EXPO PARK/GAZEBO		**$75.00**	**$125.00**	**$50.00**

** Certain events including parties, dances, wedding receptions, and Quinceanera will be subject to a damage deposit of up to $1,000.00 to cover increased risk to the building and property.*
** Extra set up or tear down days are charged at ½ price and must be scheduled in advance. Set up times will start at 5pm. Tear down must be completed by 12pm.*

Additional facilities, equipment, and services may be available. For a complete listing of Additional Services & Incidental Fees, see Section 1.4.g.

FACILITY HOURLY RATES		MON-FRI	SAT-SUN	DEPOSIT
THE USE OF THE FACILITY AT AN HOURLY RATE MAY ONLY BE APPLIED TO RECREATION/MEETINGS, ETC.				
COMMUNITY BUILDING Includes Sagebrush Room & Warming Kitchen		**$45.00/HR**	**$55.00/HR**	**$350.00***
SAGEBRUSH ROOM Includes Warming Kitchen		**$30.00/HR**	**$40.00/HR**	**$150.00**
US TRACTOR ARENA SHOW OFFICE When not in use with arena		**$20.00/HR**	**$30.00/HR**	**$100.00**
GRANDSTANDS LOBBY (Seasonal) Does not include use of stadium or arenas		**$40.00/HR**	**$50.00/HR**	**$150.00**
EXPO PARK/GAZEBO		**$20.00/HR**	**$25.00/HR**	**$50.00**

SUMMARY OF GRANDSTANDS FACILITY RATES

FACILITIES	RATE		DEPOSIT
GRANDSTANDS RODEO ARENA Does NOT include use of stadium/restrooms Daytime only- no lights	**$250.00**		**$200.00**
GRANDSTANDS COMPLEX-DAY Daytime event, no lights Base rate or 10% of ticket sales, whichever is greater	**$1,100.00** **Base rate**		**$2,000.00**
GRANDSTANDS COMPLEX-NIGHT Evening event, lighting required (first night of event) Base rate or 10% of ticket sales, whichever is greater Subsequent nights of same event (second night, third night)	 **$2,000.00** **Base rate** **$1,250.00**		 **$2,000.00**
GRANDSTANDS COMPLEX-2 SHOWS 2 Shows in one day: day event + evening event Base rate or 10% of ticket sales, whichever is greater	**$2,500.00** **Base rate**		**$2,000.00**
NEGOTIATED FLAT RATE Fairgrounds manager may negotiate a flat rate with a promoter for the Grandstands Complex. Rate based on expected attendance and in no case less than the base rate.	**Varies**		**$2,000.00**
STALL RENTAL PER DAY/W SHOW CLEANING FEE (one-time) SHAVINGS	**$8.50** **$5.00** **$10.00**		
RV SPACES 1-10/FULL HOOK UP: Electric, Water, Sewer (per night) **RV SPACES 11-32** : Electric + Water (per night) **RV OVERFLOW**: Electric only (per night) as approved *RV Rates include applicable sales tax*	**$32.00** **$27.00** **$16.00**		

Motorsports in Grandstands: Standard setup is for a rodeo or livestock event.
Motorized events will be required to pay additional fees for necessary dirt-work See Section 5.2.a.
Additional facilities, equipment, and services may be available.
For a complete listing of Additional Services & Incidental Fees, see Section 1.4.g.

For information regarding rates and fees for other facilities at the Mesa County Fairgrounds, please check with the Fairgrounds office or visit our website at www.mesacounty.us/fairgrounds/.

SUMMARY OF PARK AND PARKING LOT FACILITY FEES

FACILITIES		2026 MON-THUR	2026 FRI-SUN	DEPOSIT
MAIN PARKING LOT				
Rented as a Venue – per day if no lighting		**$150.00**	**$225.00**	**$250.00**
- If lighting is used		**$300.00**	**$350.00**	**$250.00**
VETERANS PARK				
Per Day		**$300.00**	**$600.00**	**$300.00**
LIONS PARK		**$150.00**	**$225.00**	**$150.00**
Per day				
MAIN BBQ PAVILION IN LIONS PARK		**$60.00**	**$60.00**	**$0.00**
Per day				
EXPO PARK WITH GAZEBO		**$75.00**	**$125.00**	**$50.00**
Per day				
RV SPACES 1-10: Electric/Water/Sewer		**$32.00**	**$32.00**	
RV SPACES: Electric/Water		**$27.00**	**$27.00**	
RV OVERFLOW (BY APPROVAL, Electric only if available)		**$16.00**	**$16.00**	
RV Rates include applicable sales tax				

Additional facilities, equipment, and services may be available. For a complete listing of Additional Services & Incidental Fees, see Section 1.4.g.

For information regarding rates and fees for other facilities at the Mesa County Fairgrounds, please check with the Fairgrounds office or visit our website at www.mesacounty.us/fairgrounds/.

WELCOME

This *Event Holder's Guide* covers the operating policies and procedures of this facility. Inside you will find information on our facilities, pricing, policies, and available services. We've used the acronym MCFG throughout the guide in reference to our facility.

Many activities may have special circumstances not covered in this guide. These should be discussed with the Fairgrounds office for any special provisions and regulations that may apply. Please contact us if you have additional questions that are not covered in this guide. All policies and procedures are subject to change.



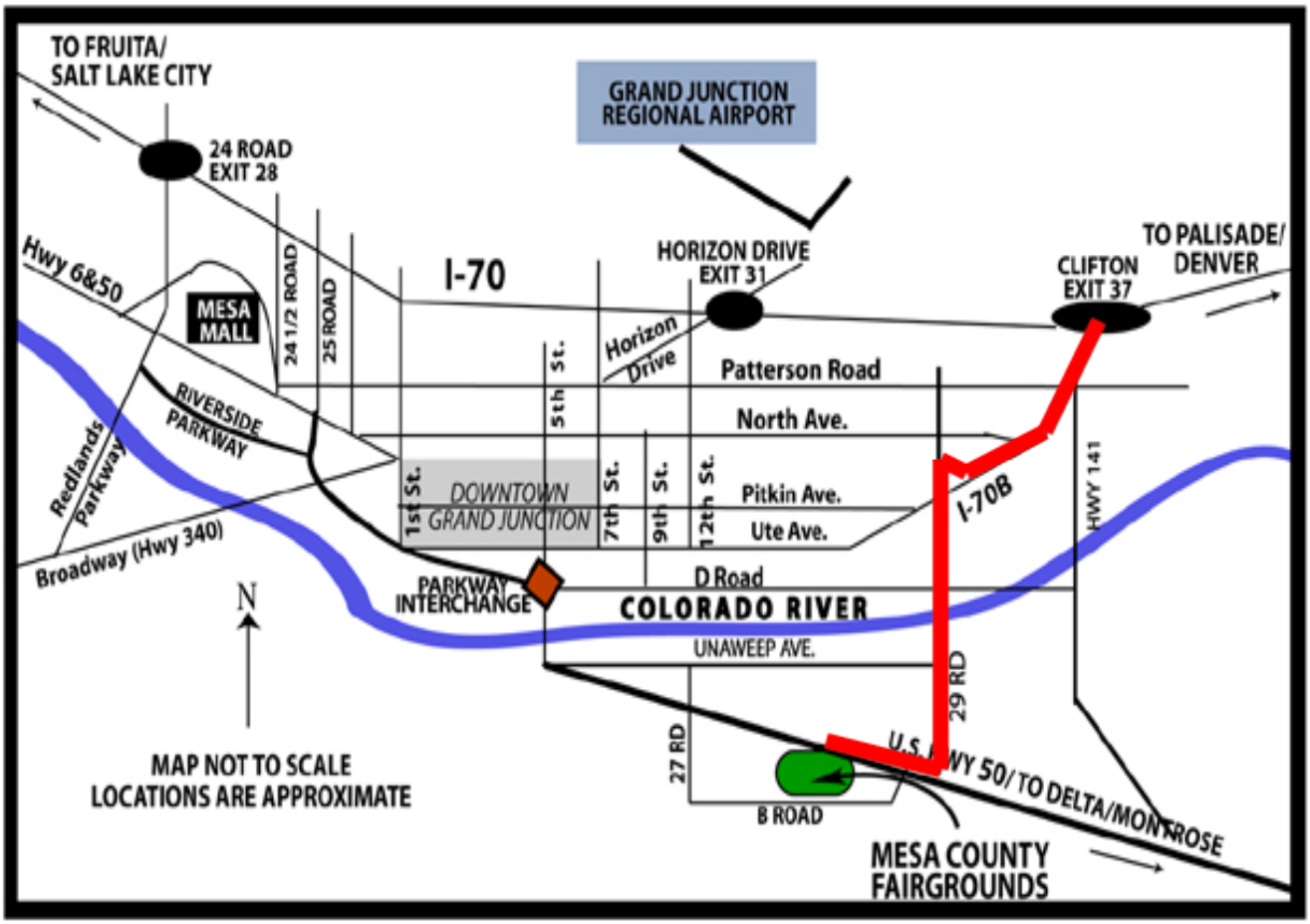
Fairgrounds Office

We look forward to serving you.

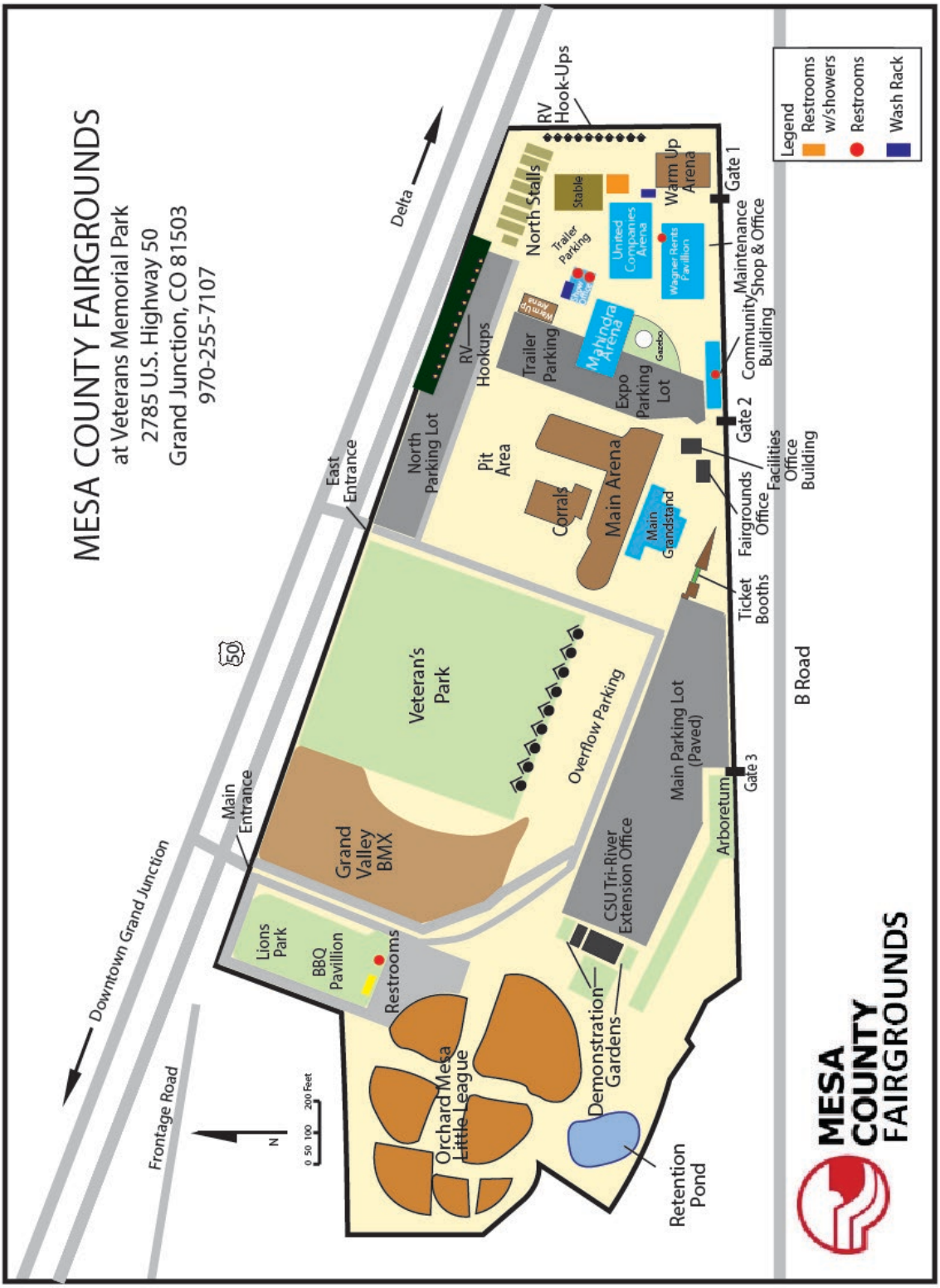
Kyle Carstens

Mesa County Fairgrounds Manager

Directions


TO FRUITA/
SALT LAKE CITY
24 ROAD
EXIT 28
GRAND JUNCTION
REGIONAL AIRPORT
Hwy 6&50
MESA
MALL
24 1/2 ROAD
25 ROAD
I-70
HORIZON DRIVE
EXIT 31
CLIFTON
EXIT 37
TO PALISADE/
DENVER
Horizon
Drive
5th St.
Patterson Road
North Ave.
RIVERSIDE
PARKWAY
Redlands
Parkway
1st St.
DOWNTOWN
GRAND JUNCTION
7th St.
9th St.
12th St.
Pitkin Ave.
Ute Ave.
I-70B
HWY 141
Broadway (Hwy 340)
D Road
PARKWAY
INTERCHANGE
COLORADO RIVER
UNAWEEP AVE.
N
29 RD
27 RD
U.S. HWY 50/ TO DELTA/MONTROSE
B ROAD
MAP NOT TO SCALE
LOCATIONS ARE APPROXIMATE
MESA COUNTY
FAIRGROUNDS

Map of the Fairgrounds



1. General Information & Policies

1.1 Fairgrounds Information Page 12
- a. Mission Statement
- b. Administrative Office

1.2 General Rules & Requirements Page 12
- a. Governing Law
- b. Insurance Requirements
- c. Indemnification
- d. Hand billing & Solicitation
- e. Picketing/Protesting
- f. Politicians/Political Party
- g. Event Access by Staff
- h. Licenses, Taxes, Fees, & Permits
- i. No Discrimination
- j. Photos
- k. Donations

1.3 Facility Booking Information & Policies Page 15
- a. Booking Events/Reservations
- b. Scheduling Policies
  1. Historic Use
  2. Nonexclusive Licenses
  3. Separation of Similar Events
  4. Right to Refuse
- c. Sharing of Facilities & Services
- d. County Government Usage
- e. Tri-River Extension & Mesa County 4-H
- f. Holiday Restrictions

1.4 Fees, Payments, & Cancellation Page 17
- a. Damage Deposits
- b. Standard Fees & Weekday Discounts
- c. Additional Services & Incidental Fees
- d. Fee Payment Schedule & Deadlines
- e. Fee Payment Responsibility
- f. Fee Reduction Requests
- g. Cancellations

1.5 Event Planning: Basic Facility Requirements Page 20
- a. Event Planning Meetings
- b. Event Operating Hours
- c. Noise Limits
- d. Facility Keys
- e. Decorations
- f. Restroom Facility Requirements & Portable Toilets
- g. Lost or Stolen Articles
- h. Storage of Items
- i. Facility Cleaning

1.6 Event Advertising Page 22
a. Marquee, Signs, & Banners
b. Promotion of Events
c. Permanent Display Advertising
d. Public Announcements & Public Address Systems
e. Naming the Fairgrounds
f. Ticket Sales

1.7 Concessionaires & Vendors Page 23
a. Alcohol
b. Food Concessionaires/Caterers/Vendors
c. Mesa County Health Department Requirements
d. Glass Containers
e. Commercial/Non-Food Vendors
f. Raffles, Collections, etc.

1.8 Health, Safety & Environment Page 24
a. Accidents & Injuries
b. Emergency Medical Personnel/Ambulance on Site
c. Fire Regulations/Unobstructed Travel
d. Occupancy Limits
e. Supervision of Activity
f. Law Enforcement
g. Security Officers
h. Security Requirements
i. Parking on the Fairgrounds
j. Not Permitted for Truck Parking
k. Park at Your Own Risk
l. Traffic Control
m. Dogs/Pets
n. Weapons, Firearms, and Fireworks
o. Marijuana & Illegal Substances
p. Smoking
q. Hazardous Waste
r. Liquid Petroleum

2. Equestrian & Livestock Facilities
2.1 Equestrian Area Map Page 29
2.2 Stables, North Stall Barns, Portable Stalls & Livestock Pavilion Page 29
2.3 Stall/Boarding Policies and Procedures Page 30
a. Facility Standard Sanitizing Procedures
b. Stall Use/Boarding & Rental
c. Stall Manager
d. Care & Stall Cleaning
e. Animal Handling

2.4 Arenas Page 31
2.5 Arena Policies and Procedures Page 32
a. Scheduling of Arenas
b. Arena Use & Riding Permits
c. Open Riding Rules
d. Arena Grooming
e. Arena Hardpan
f. Equestrian Professionals & Commercial Training
g. Helmet Policy
h. Equestrian & Llama Law
i. Equipment on Mesa County Fairgrounds
j. Event Setup
k. Event Setup Days
l. Facility Setup Standards
m. Lighting
n. Grass Areas & Flower Beds
o. Manure & Trash
p. Tie-Ups
q. Wash Racks
r. Horse Right-of-Way
s. Quarantines

3. RV Parking
3.1 RVs and Camping Page 36
3.2 Policies and Procedures Page 36
a. Not a Public Campground
b. Overflow
c. RV Manager
d. RV Spaces

4. Buildings
4.1 Community Building, Sagebrush Room, Mahindra Show Office, Grandstands Lobby Page 37
4.2 Map of Designated Parking Areas for Buildings Page 38
4.3 Building Policies & Procedures Page 39
a. Event Setup
b. Event Setup Days
c. Facility Setup Standards

5. Grandstands Complex
5.1 Stadium, Lobby, Ticket Booths, Arena, Pit, Practice Arena, Announcer's Booth Page 40
5.2 Grandstands Complex Policies & Procedures Page 42
a. Event Setup
b. Event Setup Days
c. Facility Setup Standards
d. Equipment on Mesa County Fairgrounds
e. Equestrian & Llama Law
f. Helmet Policy
g. Horse Right-of-Way
h. Quarantines

6. Parks & Pavilions

6.1 Lions Park Page 44
6.2 Expo Park with Gazebo Page 44
6.3 Park Policies & Procedures Page 45
a. Passive & Unscheduled Park Use
b. Camping/RVs in Park Areas or Parking Lots
c. Event Setup
d. Event Setup Days
e. Facility Setup Standards
f. Pavilions

7. Parking Lots
7.1 Parking Lot Events and Parking Lot Use Page 46
a. Facility Setup Standards
b. Lighting

1. General Information & Policies

1.1 Fairgrounds Information

a. Mission Statement

The mission of the Mesa County Fairgrounds is to provide citizens of Mesa County with a multi-use event facility which serves agricultural, business, cultural, educational, recreational, urban and youth interests of Mesa County and the Western Slope.

b. Administrative Office (Fairgrounds Main Office)

The Administrative Office of the Mesa County Fairgrounds is located in a green-roofed building just east of the Grandstands Complex located at the south of the property close to B Road. The office is open to the public Monday through Friday from 8:00 AM to 5:00 PM excluding weekends and holidays. The office is typically closed from 12:00-1:00pm for lunch.

Mesa County Fairgrounds & Fair Board	Phone: 970-255-7107
2785 HWY 50	Fax: 970-256-1533
Grand Junction, CO 81503	fairgrounds@mesacounty.us

1.2 General Rules, Requirements, & Assumptions

a. Governing Law

MCFG is privately owned by the County of Mesa, Colorado and is provided for the use and enjoyment of the citizens of Mesa County. Use of this facility is governed by, construed, and enforced in accordance with the Resolutions and Ordinances of Mesa County; the laws of the State of Colorado; and the laws of the United States of America. The venue for all legal proceedings hereunder shall be Mesa County, Colorado.

b. Insurance Requirements

Liability insurance is required for all commercial and some noncommercial events held at the Mesa County Fairgrounds. It is the responsibility of the event holder or vendor to obtain, at its own cost and expense, said insurance(s) necessary. Requirements are established with each Use License and are based on the planned activity. MCFG general requirements are listed below.

No individual or organization shall be allowed to use the facilities at the Mesa County Fairgrounds unless all requirements for insurance are met. These requirements pertain to all users without exception, including promoters, organizers, vendors, and private individuals. If an individual or organization fails to comply with the insurance regulations, MCFG reserves the right to cancel the scheduled event. Please contact the Fairgrounds office in advance to discuss insurance requirements for your planned activity.

The general requirements for events and vendors are as follows:

Standard and Public Events:

- **Commercial General Liability** $1,000,000 Minimum coverage
  Coverage as a combined single limit per occurrence for bodily injury, personal injury and property damage is established by each Use License.

- **Automobile Liability** $1,000,000 Minimum coverage
  Required for all commercial vehicles utilized by the Event Holder in the production of the event. Vehicles used only to tow a mobile concessions unit that are not considered part of the production of the concession business are exempt from this requirement, but instead this class of vehicles shall have usual and customary auto liability as required by Colorado law. But, for commercial autos, automobile Liability that is required is generally $1,000,000.00 accident for bodily injury and property damage.

- **Workers Compensation Insurance** is required for all commercial events within the scope and limits set as required by the laws of the State of Colorado.

  Certificates evidencing insurance must be provided to MCFG in advance on an Accord 25-S form (or similar) with Mesa County Fairgrounds identified as the Certificate Holder and include the endorsement language shown below:

  Licensor, its officers, officials, employees, and volunteers are ADDITIONAL INSUREDS, as respects liability, on behalf of the Licensee, arising out of this License.

Private Events:

- **Host Liquor Liability Insurance** **(Where alcohol is given away)** $150,000 Per injury - Per occurrence
  A separate policy is needed for private events where alcohol is given away (e.g. weddings, parties).

- **Liquor Legal Liability Insurance** **(Where alcohol is sold)** $150,000 Per injury-Per occurrence
  Includes a per drink charge, admissions, donations, and/or tips. $1,000,000 Aggregate per event.

For private or family events in our buildings (e.g. weddings and receptions) where alcohol will be given away, the liability insurance coverage required (listed above) can often be obtained from the host family's homeowners insurance. Proof of such coverage is required prior to any alcohol service at the event. Certain events where alcohol will be sold will require a special event liquor license from the County (see Alcohol).

Other insurance endorsements and provisions may also be required by each Use License. It is the responsibility of each individual or organization requesting use of the facility to meet these requirements in the time required. Please contact the Fairgrounds office in advance to discuss insurance requirements for your planned activity.

Deductibles and self-insurance must be declared to and approved by the Mesa County Fairgrounds and the Mesa County Risk Management Department as is required to be paid by the individual or organization being issued the Use License upon claim.

The insurance requirement does not reduce or eliminate the users for taking precautions. These precautions shall be exercised at all times for the protection of all persons (including the employees and volunteers of the Mesa County Fairgrounds) and property. Safety provisions of all applicable rules and regulations shall be observed, and hazards arising from the work performed shall be guarded against or eliminated in accordance with the highest standards of safety practice. All users of the facility, and any subcontractors, must comply fully with all requirements of the Occupational Safety and Health Act, and any other pertinent rules or regulations.

c. Indemnification

By renting the Fairgrounds facilities, all Event Holders agree: to protect, defend, indemnify, and hold harmless the Mesa County Fairgrounds, Mesa County, its officers, officials, employees, volunteers and agents free and harmless from, and against, any and all losses, penalties, damages, illnesses, or liabilities of every kind and character arising out of, or relating to, any and all claims, obligations, actions, proceedings, liens, or causes of action arising directly or indirectly, out of the activities contemplated under your License. Without limiting the generality of this clause, any and all such claims or actions relating to personal injury, or of any other tangible or intangible personal or property right, whether or not arising under the constitution of the state or federal government, or actual or alleged violation of any other applicable statute, ordinance, administration order, rule or regulation, or decree of court, shall be included in the indemnity hereunder.

d. Hand billing and Solicitation

Any hand billing or solicitation to be conducted at the Fairgrounds is at the discretion of the Event Holder presenting the scheduled activity, so long as the peace is not breached and traffic flow is not affected. The Event Holder will determine if any requests for solicitation will take place outdoors only in a designated booth area or if they will allow individuals to casually walk around and solicit and handbill at will. In the case of the annual Mesa County Fair, any hand billing activity must be approved in advance by the Mesa County Executive Fair Board. During the Mesa County Fair these types of groups may present themselves by renting a booth as a vendor would. In no case will hand billing activities be allowed to stop or detain moving automobiles. (Hand billing is defined as handing out paper flyers and includes all types of flyers, including, but not limited to, promotion of political candidates or causes; Solicitation is defined as requests for money, political support, signatures, financial assistance, etc.)

e. Picketing/Protesting

Picketing is allowed at the MCFG only in designated areas. The area(s) will be determined with the consent of the Event Holder presenting the scheduled activity, and in the case of the annual County Fair, any picketing activity must be approved in advance by the Mesa County Executive Fair Board. [Picketing is defined as demonstrations (with or without signage) in a public display in order to protest or persuade].

f. Politicians/Political Party

The Mesa County Fairgrounds is available for rent to any elected official, candidate, association, and issue groups. During the Mesa County Fair these types of groups may present themselves by renting a booth as a vendor would.

g. Event Access by Staff

Mesa County Fairgrounds Staff and Facilities Staff are responsible for the management and maintenance of the Fairgrounds facilities and property and have the right to access the facilities and property at any time during any event.

h. Licenses, Taxes, Fees, & Permits

Special licenses and permits may be required for your event. Be certain to check with all applicable authorities to be certain you are in compliance at all levels. The Event Holder must obtain all permits and/or licenses required by applicable law, ordinance, resolutions and rules. Please provide copies of all required permits and/or licenses to the MCFG prior to the event.

Special taxes and fees may be applicable. Any and all taxes, fees and assessments, including but not limited to, license fee, fees for permits, profits, sales or use taxes, personal property taxes or any other taxes that may be levied or assessed on the assets, shall be borne and paid by the Event Holder.

Event Holders and Event Holder vendors are responsible for payment of all sales or use taxes, assessments and/or fees in compliance with Mesa County, the City of Grand Junction, and the State of Colorado. It is the Event Holder and/or the Event Holder's vendor, responsibility to collect and submit payment. Sales tax information can be found on Colorado.gov.

i. No discrimination

No Event Holder using MCFG shall discriminate in the use of the premises against any person because of race, creed, color, religion, national origin, political belief or affiliation, age or sex, or disability. Everyone on the premises of the Fairgrounds must be in compliance with the Americans with Disabilities Act of 1990 (PL 101-336).

j. Photos

MCFG often records events and activities taking place on the property. All users of the MCFG, by virtue of their presence on the property, are consenting to allow Mesa County, and the Fairgrounds, rights to photograph them,

their guests, participants, and the event itself while on the property. These photographic or video images shall be the property of Mesa County and are for educational, promotional, or documentation purposes only.

k. Donations

From time to time groups have donated labor, materials, and equipment to the MCFG for use at the Fairgrounds. It is understood that these donations become the property of Mesa County at that time. It is also understood that these donations in no way confer special privileges or discounts upon the donors to the Fairgrounds.

1.3 Facility Booking Information & Policies

a. Booking Events/Reservations

The steps shown below are a general guideline to booking your event, however; there may be additional requirements depending on the nature of your event or activity.

1. Contact the Fairgrounds office by phone, to determine the availability of the dates for the facilities requested.
2. Reserve the date with the Fairgrounds Event Coordinator by coming out to the Fairgrounds office. Please be prepared with all necessary information regarding your event or activity (time, date, # of attendees, special needs, etc.).
3. The facility will not be reserved until a deposit has been paid and application submitted. Applicants will receive a current edition of the Event Holders Guide, and a booking slip for the facility requested.
4. **Large events require Fairgrounds review/approval of the application.** If the application is not accepted we will return or refund your deposit payment. Contact the Fairgrounds office to arrange for an inspection and possibly a pre-event meeting to coordinate all aspects of your event.
5. Once the Facility Application and Deposit is received and approved, MCFG will generate and mail a Use License (contract) along with other documents necessary for maintenance and other services for your event. Review the License and all attachments, then sign and return the License and any other requested documents and any facility rental pre-payments to the Fairgrounds office.
6. Post-event inspections, ticket reconciliation, security charges, stall or RV rental, and any other matters are addressed immediately after the event and a post-event billing invoice (if required) is prepared.
7. Refunds on deposits generally occur within two weeks of your event. The Mesa County Finance Department mails all refund checks directly.

b. Scheduling Policies

1. Historic Use

As a matter of practice, MCFG offers historical users of the facility special consideration for scheduling the same event in the following year on approximately the same date. The MCFG will endeavor to honor dates of historical users but cannot guarantee a date based only on historic use. In accommodating growing demands on limited facilities, the MCFG may deem it necessary to adjust historic event dates from time to time. No date will be held without a deposit. Users will be given the opportunity as a **Historical booking, to be offered** '**First Option':** A space hold extended by the MCFG where the group has first right of refusal and is subject to the terms of this policy until the Release Date; at which time holder must either proceed to contract or release the booking.

2. Nonexclusive Licenses

The Use License is not an exclusive License; it is likely that other events will be occurring simultaneously with your event or that similar events may be held at the MCFG at a different time of year. MCFG will advise you of other events taking place which may impact your event whenever possible.

3. Separation of Similar Events

Mesa County reserves the right to schedule any events in its facilities it deems to be of interest to the citizens of the Western Slope and meets its mission as approved by the Board of County Commissioners. Whenever possible, MCFG attempts to keep some separation between similar events deemed as competing. As a courtesy to all Event Holders, the MCFG may refrain from scheduling events of a similar nature sixty (60) days prior to an event or thirty (30) days after an event. Some restrictions may apply even outside of these parameters in areas such as advertising prior to a similar event.

4. Right to Refuse

Mesa County Fairgrounds reserves the right to refuse any event booking. Reasons for refusal may include but are not limited to the following: if the event may cause undue or unusual damage to the facilities or may violate local, state, or federal laws, regulations, or rules; or if the event is deemed not an appropriate use of the Fairgrounds facilities based on a variety of reasons such as conflicts in scheduling, event type saturation, excessive noise, or not aligned with Fairgrounds or County missions. No event shall be scheduled at the MCFG that would interfere with the annual Mesa County Fair held in July.

c. Sharing of Facilities and Services

MCFG is used for many activities, events, operations, and engagements; it is likely that other events will be occurring simultaneously with your event. The use or availability of services and facilities is dependent on demand. As a condition of the use of this facility, the Event Holder must agree to comply with established schedules and to cooperate in shared arrangements. The Fairgrounds Staff will keep each Event Holder aware of any and all events occurring on the same dates.

d. County Government Usage

Mesa County government may have use of the Fairgrounds facilities, if available, without charge. All Mesa County users are responsible for all set-up, take-down, and cleanup of their events.

e. Tri-River Extension and Mesa County 4-H

MCFG has enjoyed a long, cooperative relationship with Tri-River Extension and the 4-H program. These programs are partially County-funded. In keeping with the MCFG Mission and the goals of the founding members of the Intermountain Veterans Association that this property must be used to support agriculture and education, the MCFG offers all facilities to these programs free of charge, with the following limitations:

- Community Building: The building may be reserved by Tri River Extension on weekdays: Monday-Thursday for unlimited use, free of charge. Up to five weekend events will also be allowed annually. All other weekend use of the building will be subject to published rental rates. Reservations must be made by Tri River Extension staff via phone or email notification to the Fairgrounds. The Fairgrounds reserves the right to preempt Extension events on those days when deemed necessary, but no less than **14** days in advance.
- Covered Arenas: One horse show or event annually. The Fairgrounds reserves the right to determine which arena(s) will be used for these activities. In addition, one practice night per week using one or both arenas will be allowed.

The Mesa County Fair is excluded from the above limitations. Tri-River Extension and Mesa County 4-H users are responsible for all set-up, take-down, and cleanup of their events with no expectation of MCFG staff assistance.

f. Holiday Restrictions

The MCFG is officially closed on the following holidays: Martin Luther King Day, President's Day, Memorial Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving and the day after, Christmas Day, and New Year's Day. Events held on these holidays that require staff assistance will be subjected to a charge of **$60** per hour per staff member. No events requiring staff assistance will be held on Thanksgiving, Christmas, or New Year's Day.

1.4 Fees, Payments, and Cancellation

a. Damage Deposits

All Event Holders are required to pay a damage deposit prior to the event. **The deposit is necessary to secure the booking dates.** The deposit will be refunded if the facility and property are left in a clean state and there are no damages. The deposit is due and payable at the time the Facility Application is submitted. An increased damage deposit may be required under certain circumstances deemed to be higher risk, including but not limited to parties, dances, and wedding receptions. The Event Holder is held responsible for all damages to the MCFG property. All costs deemed necessary and incurred by Mesa County for replacement and/or repairs caused on behalf of the Event Holder will be billed within 10 (ten) working days after the event.

MCFG may require a pre-and-post event inspection with our maintenance staff. MCFG reserves the right to make the final determination of the refund. Damage deposit refunds are processed by the office the week following the event. Checks are prepared and mailed directly to the Event Holder usually within two weeks following the event.

Organizations that have multiple events or bookings within the same calendar year, may choose to leave their damage deposit with the MCFG to be applied toward the next event. Deposits rolled forward may be refunded the deposit upon the organization's request or at the completion of the last event for the calendar year, if there are no outstanding charges due from that organization.

b. Standard Fees & Weekday Discounts

MCFG is privately owned by the County of Mesa, Colorado and is provided for the use and enjoyment of the citizens of Mesa County. The costs of maintaining this facility are borne partially by the citizens of Mesa County under the auspices of the Mesa County Board of County Commissioners (BOCC), and partially by the direct users of the Fairgrounds. Fees and rates are reviewed annually by the BOCC. Discounts apply for weekdays (Monday – Thursday). **Friday, Saturday, and Sunday events are NOT eligible for discounted rates.** No other discounts for any user group apply, except as otherwise noted herein. The Fairgrounds accepts cash, credit cards (which will include a convenience fee) and checks for rental and damage deposit fees.

c. Additional Services & Incidental Fees

Event Holders shall provide all security, ambulance or EMT, ushers, announcers, ticket takers, clean-up crew, portable toilets, and other personnel necessary to conduct the activities described in the License Agreement. Some of these additional services are available from the MCFG on a fee for services basis. Typical Incidental Expenses and Fees are detailed in the following chart.

INCIDENTAL EXPENSES & RATES

The costs below are for services not included in the Standard Set-up for each facility.
Any requests not covered in the Standard Set-up shall be incidental and subject to the charges listed below.

INCIDENTAL EXPENSES & OTHER RENTAL ITEMS

- Portable Ticket Booth — $150
- 20'x40' white canopy — $500 *(includes rental/set/strike)*
- Portable sound system *(Community Bldg. or Pavilion)* — $20 per use
- Banner Placement at Marquee *(2 wks. in advance)* — $30 *(banner provided by event holder)*
- Pedestrian Fencing — $2 per section
- Stage *(8" riser, varying size)* — $25 set up fee
- Mesa County Sheriff's Deputies — per rate of the Mesa County Sheriff's Office
- Holding Pen Fee — $100
- Additional Stall Set Up-- Pavilion — *additional stalls (beyond the maximum 12 stalls) requested to be set up in Pavilion, will be charged on a per stall fee and a mandatory stall fee will apply; stall usage must comply with shaving & cleaning requirements.*

ADDITIONAL LABOR SERVICES & RATES

- Loading/Unloading — Hourly rates apply
- Moving/Hauling — Hourly rates apply
- Motorsports Dirt work — Per contracted rate with third-party contractor
- Furniture/Panel/Gates Set-up or Tear down — Hourly rates apply
- Building Cleaning Fee *(after the event)* — Hourly rates apply
- Equipment Use Rates *(loader, dump truck, tractor)* — $25/hour – *1 hour min + staff time*
-

STAFF HOURLY RATES

- Staff Rate *(per man, 1 hour min.)* — $30/hour
- Overtime Rate *(per man, 1 hour min.)* — $45/hour
- Holiday Rate *(per man, 1 hour min.)* — $60/hour
- Cleaning — $25/hour

***Notice**: All facilities must be returned to their original condition by the renter/promoter. Any labor utilized for the cleaning and returning the facilities to the original condition will be billed at the hourly rate.*

VENDOR RATES

- **Food/Beverage Vendor*** — $25 per day for Arena/Buildings/Park Areas
  ** See Section 1.7"Concessionaires & Vendors*
- **Commercial Merchandise Vendor** — $25 per day **Proof of Liability Insurance Required.*
- **Display/Information Booth Vendor** — no vendor fee

PORTABLE ELECTRICAL POWER

MCFG has a portable power system available for rent, intended for use on MCFG property only.

	Set-up/Strike Charge	Daily Charge	Weekly Charge
• One leg Only (200 amps)	$350	$250	$650
• Full system –two legs (400 amps)	$520	$275	$725
• Full system –three legs (600 amps)	$675	$325	$760

EQUESTRIAN AREA RATES	
• Extra Arena Grooming:	$20 each time or hourly rates apply
• Extra Arena Watering/Working	$25 each time
• Panel Set-up or Tear down	Hourly rates apply
• Additional Lighting	$125/hour Grandstands *(afterhours)* $100/day for Covered Arena's

EQUIPMENT RATES	
• Tables	$8 per event/use*
• Chairs	$1 per event/use*
• Trash Cans	$5 per event/use*
• Pedestrian Fencing	$2 each piece*
• Panel Set-up or Tear down	Hourly rates apply

- Merchandise Fee (soft goods related to entertainer) 15% (n/c c.d.'s) 20% with attendant
- Use of Twist Locks for power will require a $80 deposit fee
- *Applicable Sales tax rate 4.9%

d. Fee Payment Schedule and Deadlines

All License (facility rental) fees are due and must be paid no less than thirty (30) days prior to the first scheduled day, whether it is a set up day or the event day. If the Use License is being executed less than thirty (30) days before the first scheduled day, then the full license rental fee is due immediately upon execution of the License.

Fee Payment	Deadline
• Damage Deposit:	Upon booking with receipt of signed Application
• Rental Fee Payment Due:	Upon receipt of completed Use License at least 30 days prior to Event; to include full rental fees
• Report Stall & RV Count:	1 week after Event
• Final Payment for addt'l Services, Stalls, RVs:	30 days following Event

MCFG offers many other services to assist the Event Holder. Fees & Charges are listed in the Event Holder's Guide and will be attached to the Use License. (These rates as well as any rates referenced in this Guide and any attachments are considered incorporated within the Use License).

e. Fee Payment Responsibility

The Event Holder must pay all costs and incidental charges incurred in production of the event on the MCFG. Such cost and incidental charges include, but are not limited to: stall rental, RV hookups, electrical services, security, excessive water usage, covered arena lighting or excessive stadium lighting, specialized equipment usage, stages, and any labor or machinery costs associated with your event. Invoices are generated within ten (10) days after the event and payment will be due within thirty (30) days after receipt of the event invoice. For more information on items included with the Use License, see Section 2.5.j-l.

All fees, which are due in accordance with the Use License, shall be delinquent after ten (10) business days of the due date. Unpaid accounts may be assigned to a collection agency, or pursued through legal proceedings at the County's election.

f. Fee Reduction Requests

Special interest groups, causes, or 501.C3 non-profit organizations may appeal to the Mesa County Board of Commissioners for a rental fee reduction for an event to be held at the Fairgrounds. This request is handled on a case-by-case basis through an agenda item at a regularly scheduled Board of Commissioners Public Hearing.

Groups requesting a fee reduction will be asked to explain their cause and/or and demonstrate the benefit to citizens for the requested fee reduction. In-kind donations of labor and/or equipment/capital items will be considered toward a "reduced" fee. A minimal dollar payment is usually required to assist in utilities, setup/take down labor, trash removal, etc. In no instance are the Damage Deposit or Insurance requirements waived. Check with the office for the forms and the procedures. Applications must be filed with the MCFG office sixty (60) days prior to the scheduled event.

g. Cancellations

Any licensee who cancels 90 days or more before the event will receive a full refund of any deposit and rental fee paid. Any licensee who cancels within 90 days of the scheduled date of their event will receive NO refund of paid deposit; any rental fee paid will be refunded unless it is within 30 days. Any licensee who cancels within 30 days of the scheduled date of their event will receive NO refund of paid deposit or rental fees.
Exception: Equestrian or other livestock events cancelled by the Event Holder due to disease or virus outbreak are subject to the following: If a future date is scheduled: (1) the deposit will be applied to the future date, and (2) one half of the rental fee will be applied to the future date. If a future date is not scheduled: (1) the deposit will not be refunded, but (2) one half of the rental fee will be refunded.

The Fairgrounds management may cancel any Use License due to fire, weather, mechanical breakdown, quarantine, or if the Fairground staff determines that the facility – or any related portion of the Fairgrounds – is unsafe or otherwise unfit for the proposed use, or if the Fairgrounds determine the Facility must be used for emergency purposes. If the Fairgrounds staff cancels the Use License because of fire, weather, unsafe conditions, mechanical breakdown, emergency use, or other similar reason, the licensee will be provided with another date for the event as available; and if that is not possible, rental and deposit refunds will be issued. The Fairgrounds management or staff will not be liable for any damages, fees, or other expenses incurred by the event holder as a result of such cancellation by the Fairgrounds except for facility rental fees and deposit previously paid or due for the respective event.

1.5 Event Planning: Basic Facility Requirements

a. Event Planning Meetings

New events and large events require planning meetings with MCFG staff in order to ensure all needs have been met and all parties are prepared. There are many details that must be resolved so that the event is a success. Event planning meetings should be scheduled by the event holder no less than 30 days prior to the event. For new events, several planning meetings may be required.

b. Event Operating Hours

Mesa County Board of Commissioners has established certain hours that specify the operating time for events held at the Mesa County Fairgrounds, as follows:
Week Days: 7:00 AM-10:00 PM
Week Ends: 6:00 AM-11:00 PM (Friday-Sunday)

The annual Mesa County Fair may extend until 11:00 PM on weekdays, and midnight on Friday and Saturday night.

c. Noise Limits

Mesa County has a Resolution (MCM2013-36) restricting noise produced by events at the MCFG. The decibel level will not exceed 80 decibels from 8:00 a.m. to 10:00 p.m., and will not exceed 75 decibels for all other times.

d. Facility Keys

Facility key distribution will be arranged during event planning meetings or prior to the event. Failure to return keys at the end of the event at the specified time may result in forfeiture of the security deposit. Loss of keys may result in the significant expense to the Event Holder to re-key the facility.

e. Decorations

The posting of any posters, signs, banners, and like materials to be used as decorations must first be approved by the MCFG staff. We ask that all Event Holders discuss their decorating plan prior to the event. Painters Tape is the only approved tape for floors or doors. It is the responsibility of the Event Holder to remove any decorating materials, including tape, zip-ties, and any residue left from tape removal, immediately following the event. Failure to do so can result in a reduction in the damage deposit reimbursement.

f. Restroom Facility Requirements & Portable Toilets

MCFG has restroom facilities in most areas of the premises. **For some larger events, however, extra facilities must be brought in.** The table below is a general guideline for the number of portable toilets needed. The Event Holder shall be responsible for arrangement and payment of the portable toilets or MCFG can make arrangements on your behalf and will be coordinated as a direct billing to the Licensee.

Portable Restroom *Guidelines* (in addition to fixed restroom facilities):

Expected Attendance	Park Areas		Equestrian/Expo Area	
	Men's	Women's	Men's	Women's
250 – 499	2	2	0	0
500 - 999	2	4	0	2
1000 - 1999	4	6	2	4

g. Lost or Stolen Articles

MCFG shall not be responsible, under any circumstances, for the property of the Event Holder while on a MCFG premises. MCFG will not accept lost and found articles for distribution; unclaimed articles must be held by the Event Holder. In addition, MCFG is not responsible for any loss of articles or equipment left unattended in any facility. The usage of security personnel when such equipment or articles are left in the buildings or at MCFG shall be the responsibility of the Event Holder. All articles, equipment, exhibits, displays or materials shall be brought into the facilities only at such hours as designated by the Rental Agreement.

h. Storage of Items

Mesa County shall not be responsible or liable in the receipt, handling, care or custody of property of any kind shipped or otherwise delivered to the premises, either during or subsequent to the use of the facilities by the Event Holder, the Fairgrounds shall not be liable for any loss, damage or injury to such property. Event Holders assume all responsibility for any goods or materials, which may be brought on site before, during, or after an Event.

i. Facility Cleaning

The MCFG endeavors to maintain a clean, safe, and attractive facility at all times. The Fairgrounds will clean and prep the buildings prior to each event or activity. It is the responsibility of the Event Holder when using the buildings to clean the floors, bundle trash, and store tables and chairs properly after their event. All cleaning equipment and instructions are provided by MCFG. Post event cleaning services are available on a fee basis. MCFG reserves the right to charge the Event Holder, or retain from the deposit, for the cost of any type of clean up or damage, including the removal of unusual amounts of rubbish.

1.6 Event Advertising

a. Marquee, Signs, & Banners

Advertising and sponsorship signage may be displayed in association with the scheduled event or activity upon approval by the MCFG. The MCFG is a family-oriented venue and all advertising being considered will be reviewed for appropriate content.

A digital marquee is available to advertise an event during the week of the event. **There is no additional fee**, but the marquee may only be used for paid events at the MCFG. No political messages allowed. Event Holders may design an image for the marquee, or MCFG will place text-only content. The Fairgrounds Manager must approve messages.

Professionally-made banners or signs (no hand-lettered signs allowed) advertising an event in advance may be displayed ONLY in the following designated locations on property: (1) attached to the old marquee sign posts or (2) hung on the chain link fence around the Grandstands, up to two weeks prior to the event with approval. There is a fee for the marquee banner location, which can be reserved on a first-come, first-served basis. No other signs may be placed upon MCFG property until event-day, with the exception of posters placed on existing bulletin boards. All advertising, including the cost of banners and signs, is the responsibility of the event holder.

Placement of directional or informational signs and/or banners at the MCFG may be set up the day before the event and day of the event to direct the public to the event. The Event Holder shall remove all display material, including signs, tape residue placed on doors or stalls, and zip-ties at the conclusion of the event. Failure to do so can result in a reduction in the damage deposit reimbursement.

A Rental Agreement must be signed between the event holder and MCFG **BEFORE** the release of advertising, media, or publicity of any events. The MCFG telephone number may not be used on any form of advertising, publicity, fliers, posters, brochures, information, registration forms, etc. for events booked at the MCFG. If any advertising or information lists the MCFG location, the tenant will be required to list a phone number and or contact person who can provide further information regarding the event.

b. Promotion of Events

Event information is posted on our outdoor digital marquee (if requested) and on the event telephone hotline, plus all public activities held at the MCFG are listed on event schedule of the MCFG website. In addition a calendar of events is distributed monthly to local and regional chamber of commerce offices and visitor and convention bureaus.

The most up to date calendar of events is available on the Mesa County Fairgrounds website at www.mesacounty.us/fairgrounds.

c. Permanent Display Advertising

Advertising opportunities in the form of permanent signs posted in arenas and other MCFG facilities is available in designated locations. Please contact the Fairgrounds office for information on year-round advertising opportunities. Event holders may also display event sponsorship signs and banners during an event; however the permanent advertisements in designated areas must remain visible at all times.

d. Public Announcements & Public Address systems

PA Systems are available in some Fairgrounds facilities. The event holder may use the PA system to promote sponsors and aspects of their event. The Fairgrounds is a family-friendly environment; event holders must agree not to use profane or offensive language or offensive visual images in any PA broadcasts. MCFG staff or

designees may utilize the facility's public address system or request announcements to be made at any time as deemed appropriate by the MCFG.

All microphones (wired and wireless) provided with the PA system must be checked-out and checked-in by the event holder. Replacement cost of any missing microphones will be billed to the event holder after the event.

e. Naming the Fairgrounds

AFTER a Use License Agreement has been signed and rental payment made, Event Holders may make mention or reference to MCFG in any advertisement, ticket, placard, or other written, electronic, or printed matter as well as any photograph, motion picture, television, tape recording or other matter circulated or published. The only names that may be used in reference to this facility are **Mesa County Fairgrounds at Veterans Memorial Park** or **Mesa County Fairgrounds** or **Fairgrounds.**

f. Ticket Sales

It is the responsibility of the Event Holder to arrange for ticket production, advance ticket sales, distribution, managing the gate, and providing the change fund. The MCFG is NOT a Box Office location for advance sales. If requested, MCFG staff can secure temporary labor to act as ticket handlers on show day. Charges for the labor will be discussed in advance and included on the final billing. In addition to the Grandstands ticket booths, the Fairgrounds has a portable ticket booth, which can be rented for a fee for events on site.

1.7 Concessionaires and Vendors

a. Alcohol

NO <u>UNAUTHORIZED</u> ALCOHOL IS ALLOWED.

Alcohol is allowed in the licensed area of the Grandstands when alcoholic beverages are being sold at the concessions, at designated areas when a special event liquor license has been issued, or at a private event where alcohol is given away. No other use of alcohol at the MCFG is authorized.

Private events held inside one of our buildings, where complimentary alcoholic beverages are served such as weddings, have specific insurance and security requirements. These requirements will be discussed with the event holder in advance and must be verified before the beverage service is authorized. See sections on Insurance and Security.

Special event liquor licenses for the sale of alcohol at an event are available from Mesa County for any area other than the Grandstands complex. If you wish to obtain one of these licenses you must receive a letter of authorization from the MCFG prior to applying for the Special Events Liquor License**. Special Event Liquor Licenses are available to non-profit organizations only** and have guidelines and restrictions. Interested groups should contact the County at (970) 244-1800 at least three months prior to their event.

The sale of alcohol is solely at the discretion of the County, which monitors the liquor license for the MCFG. Any illegal sales or entry of alcohol on the MCFG, or any unauthorized consumption outside of the licensed areas, can cause the immediate termination of the event or activity.

It is the responsibility of the LICENSEE who signs the agreement to see that no alcohol is consumed during events covered by this agreement if a permit or permission has not been obtained and if insurance is not in place. Violations of this policy by you, anyone associated with you or your organization, any user or any person associated with a user, may result in the termination of your license or loss of your damage deposit. The event and all associated parties may be required to vacate the premises immediately. The violators may be subject to arrest and prosecution.

b. Food Concessionaires/Caterers/Vendors

In the Community Building there is an equipped warming kitchen that can be used for catered events and for family-oriented potluck food service. The price to use the kitchen is included in the building rental. The Fairgrounds does not provide linens, utensils or serving pieces. All equipment must be replaced in good working condition and in the kitchen area, cleaned immediately following the event.

All event holders will be responsible for securing caterers or other vendors if appropriate for their event. ALL caterers or vendors who will be selling/serving food directly to the public MUST be on the City of Grand Junction/Mesa County list of approved vendors and caterers, found at http://www.gjcity.org/Parks_and_Recreation.aspx. This approved list includes only vendors who have met all Health Department license and insurance requirements in advance. Before the event, the event holder is required to notify the MCFG office about any arrangements made pertaining to vendors. Proof of general liability insurance is required for commercial vendors. Fees apply, see Section 1.4c: Incidental Expense & Fees.

c. Mesa County Health Department Requirements

Health Department Regulations for show promoters who will have more than four (4) food/beverage vendors and/or 1,000 or more expected event attendees needs to submit an Event Coordinator's Plan Review form to the Mesa County Health Department. **The application must be received by the Health Department at least 30 days in advance of the event.** A processing fee will apply. The application forms can be downloaded from: www.health.mesacounty.us/environment or call 970.248.6962 for more information. Event holder is responsible for payment of any required fees to the Mesa County Health Department.

The Mesa County Health Department requires all food vendors to have a current Colorado Retail Food Establishment License and have completed the Health Department's Licensed Vendor Temporary Event Information form in advance of the event. Food vendors without a current Colorado license must contact the Health Department to begin a plan review process to obtain a license. Nonprofit organizations serving food are required to contact the Mesa County Health Department in advance of any planned food service at the Fairgrounds. A document of approval from Mesa County Health Department must be provided to MCFG's upon completion of documentation and prior to event.

d. Glass Containers

Glass drinking containers are prohibited on the Fairgrounds property.

e. Commercial /Non-Food Vendors

Promoters may bring commercial vendors into any event if arranged in advance, with a fee paid to the MCFG. Proof of general liability insurance is required for commercial vendors.

f. Raffles, Collections, etc.

No collections, whether for charity or otherwise, shall be made or attempted without the prior written consent of the MCFG. Raffles are governed by the State of Colorado. If a raffle is held for any cause, they Event Holder must secure a license from the Department of State, State of Colorado. A copy of the license must be presented to the MCFG at least ten (10) days prior to the event.

1.8 Health, Safety, & Environment

a. Accidents & Injuries

When accidents and/or injuries occur, it is imperative that first aid be administered at once. Notification should then be made to any emergency services either on property (if available) or by calling 911 if not available.

If security services are employed, notification should be made to the head of security at that time and any paperwork completed as required. If there is no security employed, please contact the MCFG Staff at 970-255-7107. Complete any required documents at that time.

b. Emergency Medical Personnel/Ambulance On Site

Emergency Medical Technicians (EMT) and/or on site ambulance are required at each event where there is substantial risk of injury to the contestants or audience. Examples of events where EMT/Ambulance is required include, but are not limited to, motorsports, rodeos, or bull riding.

Securing the EMT and/or on site ambulance is the responsibility of the Event Holder. These services, when required, must be ordered through the **City of Grand Junction Fire Department** per Resolution MCM 2004-220. Hourly rates apply.

c. Fire Regulations/ Unobstructed Travel

Fire regulations and codes are strictly enforced by the Grand Junction Fire Department. If you have any questions, please contact the Grand Junction Fire Department at (970) 244-1400. The MCFG also maintains final approval of all legal activities at the Fairgrounds. Heat lamps, heaters, and cookers are prohibited inside the arenas, stalls, and barns.

Exits, aisles, ramps, corridors, and passageways shall not be blocked nor have their required width obstructed in any manner by ticket officers, turnstiles, concessions, chairs, equipment or anything whatsoever; nor shall they be blocked by persons.
Parking which obstructs roadways, right of way, or fire lanes is prohibited at all times.

d. Occupancy Limits

Admission tickets sold at the MCFG must not be in excess of the seating capacity of the premises granted under each Use License. Due to safety concerns, occupancy levels are set by MCFG, Mesa County, and the Grand Junction Fire Department, and any other applicable codes and regulations.

e. Supervision of Activity

The event manager from your organization will be responsible for assuring supervision of all activity and the conduct of all persons connected in any way with the activity while they are on Fairgrounds property. The event manager also has the right to limit access to the facilities they have rented for their event.

f. Law Enforcement

All rules, regulations, and policies of the MCFG are enforceable by Mesa County Sheriff and any contracted security service in accordance with Colorado Revised Statutes 29-7-101 and as directed by the Mesa County Board of Commissioners.

Some events require the presence of Mesa County Sheriff's Deputies. The MCFG will coordinate with the event holder to arrange for Mesa County Sheriff Deputies for these events in accordance with the chart below. All expenses for law enforcement will be billed to the event holder.

g. Security Officers

Many events require security officers on site during the event, see table below for guidelines. Any event in which alcohol is served requires security and liability insurance. The MCFG will provide a list of pre-qualified security companies. Security companies must be pre-qualified in order to perform at the Fairgrounds.

h. Security Requirements

The establishment of security requirements for an event will be made by the MCFG staff if necessary for the orderly operation of activities held on the MCFG. These security guidelines are established for the protection of life and property while events are in progress and may include officers before, during, or after events. Security is required anytime alcohol is served or consumed at an event and if firearms are displayed and/or sold as part of the event. Security services are required at private or family events in the Community Building and/or other locations on site where alcohol is given away regardless of the number of attendees. Some events may be required to have security regardless of alcohol use at the discretion of the MCFG. All security costs are borne by the promoter/renter of each event, and arrangements are to be made by the promoter/renter. Proof of the arrangement is required in advance of the event as part of the Use License.

Security will cover all areas of each event, including but not limited to grandstands, lobby, arenas, buildings, restrooms, stock and pit areas, parking lots, entrance and exit areas, announcers areas, any and all other areas, and any adjacent or associated areas. Security guards or law enforcement must be present prior to the beginning of the event and must remain until all crowds and traffic are dispersed and evacuated.

General Guidelines for Security and Law Enforcement

Attendance	No Alcohol Served		Alcohol Served	
	Security	Law Enforcement	Security	Law Enforcement
1 - 100	0	0	2	0
101 - 250	0	0	3	
251 - 500	0	0	4	0
501 - 1000	0	0	6	0
1001 - 2000	4	2	8	2
2001 +	6	2	8+	2+
Each event will be evaluated by the MCFG staff and specific requirements determined on an event by event basis.				

i. Parking on the Fairgrounds

Parking lots are reserved for event parking, or for Fairgrounds or Tri-River Extension business only; any other use must be approved in advance and appropriate fees (if applicable) paid. Multiple Events may be conducted simultaneously at the MCFG. Specific facilities have parking areas assigned to them. Special arrangements are necessary if additional parking is required.

For the safety of all users, and in compliance with local and state codes/ordinances, no parking is allowed in fire lanes or where otherwise posted "No Parking." Vehicles found in violation of this policy will be towed away at owner's expense. Please observe any posted speed and traffic signs. Speed limit on the Fairgrounds property is 10 mph unless otherwise posted.

j. Not Permitted for Truck Parking

The MCFG is not zoned or permitted as a truck stop. Truck, Trailer, and RV parking is allowed ONLY as associated with an event on site. Overnight or daytime parking of tractor-trailer rigs or other large vehicles is not allowed. Violators will be towed.

k. Park at "Your Own Risk"

Mesa County shall not be responsible for fire, theft, damage to or loss of vehicles or articles left therein parked on County property.

l. Traffic Control

Parking lot and traffic control is essential for the safety of the attendees of large events.
Parking Lot –Events expecting 1,500 attendees or more at one time shall be required to provide parking attendants to assist with traffic entering or exiting the parking lots. These services can be arranged by MCFG staff for a fee.

Highway 50 Traffic Control – The Event Holder may be required to obtain a permit from the Colorado State Patrol (CSP) for Highway access traffic control for events with more than 2,000 people exiting at the same time. In such cases, the Event Holder or promoter will be responsible for securing (and payment of) services to the Colorado State Patrol or other traffic control service as approved by the CSP. A special event permit application is available from the CSP office or website. Applications to the CSP are due thirty days in advance of the event.

m. Dogs/Pets

With the exception of events detailed below, dogs and other pets are welcome at the MCFG, but must be on a leash at all times while on Mesa County property. Owners are required to clean-up and properly dispose of all manure left by their animals. The park areas are equipped with pet clean-up bags.

Grandstands Events: Dogs and other pets are NOT allowed to attend events held in the Grandstands Complex, except service dogs or those performing in the event.
Mesa County Fair: Dogs and other pets are NOT allowed to attend the annual Mesa County Fair except service dogs or those specifically performing in Fair-related competitions. Vendors and exhibitors who are staying in an RV on the MCFG property for the Fair may keep well-behaved dogs/pets located inside their RV during the Fair; however NO tied-up or penned pets will be allowed in the RV areas, vendor booths, or elsewhere. Owners of barking dogs or pets perceived to be dangerous will be asked to remove the pet from the Fair or leave.

n. Weapons, Firearms and Fireworks

All firearms, fireworks and weapons used, demonstrated, discharged or for decoration as part of a licensed event must be approved by the MCFG. Law enforcement officers and licensed security personnel are exempt from these requirements. Persons or organizations allowed to bring firearms or weapons on the premises must comply with all laws, rules, regulations, permits or other requirements, including on-site security arrangements.

o. Marijuana & Illegal Substances

Federal law still prohibits marijuana use despite the recent passage of Amendment 64 in Colorado. Additionally, Mesa County Ordinance 11 prohibits many other marijuana activities within unincorporated Mesa County which is where the MCFG is located. For the foregoing reasons, and because the MCFG buildings and grounds are open to invitation to the public and Amendment 64 prohibits marijuana use "publicly," marijuana use is strictly prohibited at the MCFG. Likewise, possession, consumption, sales, etc., of any type of illegal substance may result in criminal prosecutions, ejection from the MCFG, and immediate termination of the event if the violation rises to the level of a nuisance per the MCFG administrator.
It is the responsibility of the LICENSEE who signs the agreement to see that this provision is not violated. As set forth above for fairgrounds visitors, and as extended herein: Violations by the licensee, or anyone associated with the licensee's event or organization may result in the immediate termination of the license and loss of the damage deposit. Moreover, the Licensee, the event and all associated parties may be required to vacate the premises immediately and risk criminal prosecution.

p. Smoking

Pursuant to Resolution MCM #93-39, smoking is prohibited in any enclosed area including the Grandstand Lobby, in the Grandstand seating areas, the Community Building, arenas, pavilions, or barns. Any violation of this policy will precipitate the eviction of the person or persons involved. Event Holders shall make public announcements

as to the “no smoking” policies of the property. These announcements must be made, at minimum, through the P.A. system at the start of all events and all intermissions.

q. Hazardous Waste

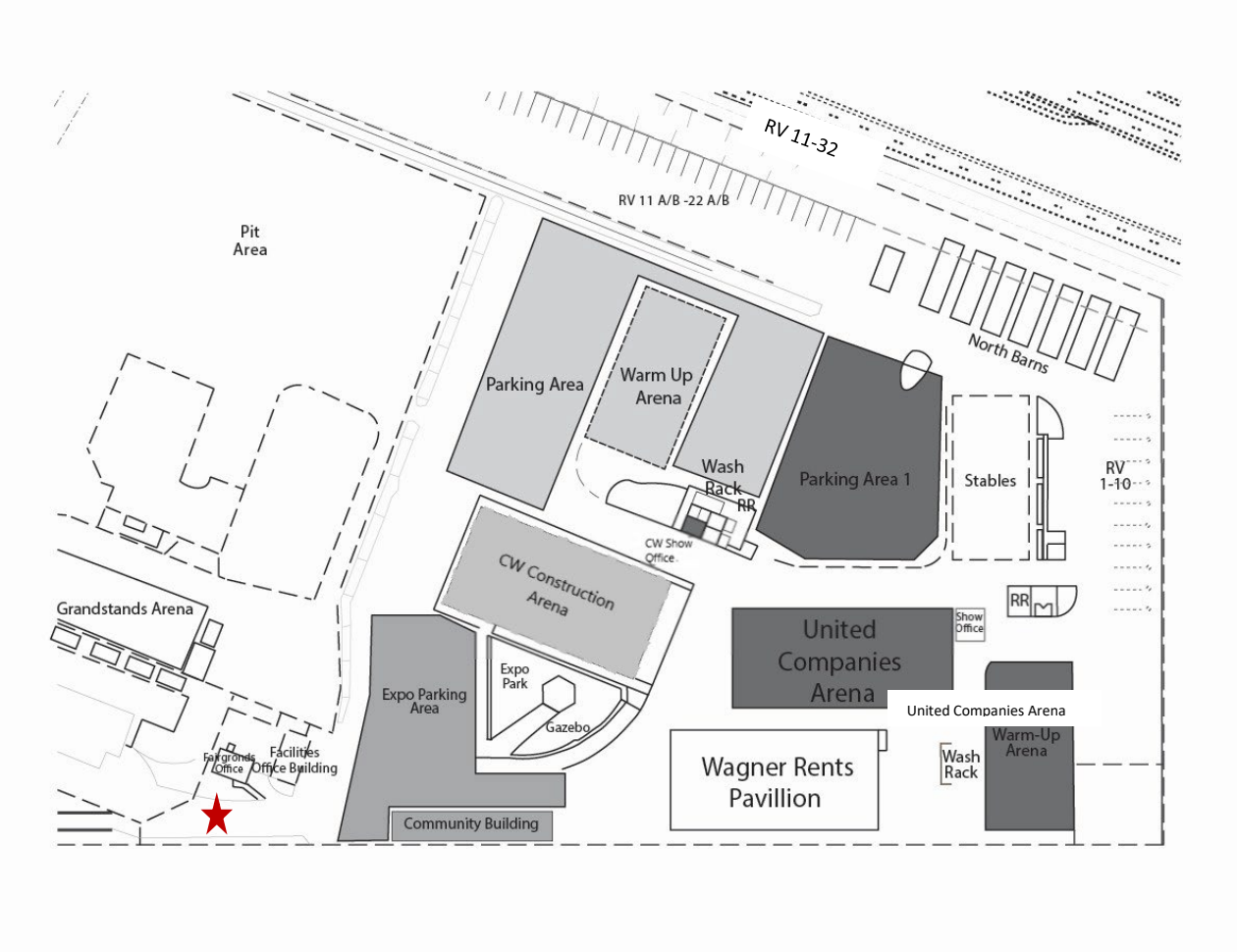
The event holder agrees not to have in their possession, collect, distribute, dispose, release, or otherwise discharge, any toxic or hazardous waste as defined by Mesa County and Federal Law. Violation of this provision will subject the tenant to fines of at least $500 for each infraction and shall be deemed in breach of the Facility Rental Agreement and subject to immediate termination of the Facility Rental Agreement and removal from the Fairgrounds property.

r. Liquid Petroleum

Under NO circumstances will liquid petroleum (propane, butane, etc.) be allowed in ANY Fairgrounds building or structure.

2. Equestrian & Livestock Facilities

2.1 Equestrian Area Map



2.2 Stables, North Stall Barns, Portable Stalls, and Livestock Pavilion

Total Stall Capacity: Approximately 230 stalls

Stables: an enclosed barn containing additional stalls which are fully enclosed from one another.

DESCRIPTION:

Stalls: 4 rows of stalls are fully enclosed, 1 row of stalls facing east and are open to the outside.

Stall Size: 12’ x 12’ or 10’ x 12’

Total Stall Capacity: 75

North Stall Barns: Six stall barns, located at the northeast end of the property parallel to Highway 50. Top half of structures are bars and animals can see one another through the railing.

DESCRIPTION:

Stalls: 14 stalls per barn

Stall Size: 12’ x 12’

Total Stall Capacity: 78

Portable Stalls & Livestock Pavilion: The Livestock Pavilion is a roofed open air structure and has been used for various local and regional equestrian shows, animal auctions, 4-H activities, swap meets, and outdoor exhibitions. This is NOT a free-span structure, limiting its ability to serve only as a small show ring or stall/support facility. A maximum of 12 stalls can be included for set up in the Pavilion at no additional charge; beyond the maximum stalls, additional charges may apply.

DESCRIPTION:

Space Dimensions: 120' x 200'	Portable Stalls: approx 70 stalls
Square Footage: 24,000 sq. ft.	Stall Size: 12' x 12'
Columns, NOT a free span	
PA System	

2.3. Stall/Boarding Policies and Procedures:

a. Facility Standard Sanitizing Procedures

Stalls and all equestrian areas are routinely sanitized by MCFG staff using a certified veterinary disinfectant product. These facilities may NOT be sanitized after every event, but periodically during the event season, and at any time deemed necessary to protect the health and safety of animals.

b. Stall Use/Boarding & Rental

Overnight and daytime use of the stalls is arranged through the Fairgrounds office. No unauthorized overnight stalling is permitted. Overnight boarding is allowed for people with animals travelling through, if booked in advance with the office. Stalls used in conjunction with shows are reserved in advance by the show promoter and billed accordingly. Shavings are required in all stalls. Rental fees and clean up fees apply. Arenas shall not be used for boarding animals.

c. Stall Manager

A stall manager will be required for all horse or livestock shows booked at the MCFG. It shall be the responsibility of the event holder to provide a designated stall manager for each horse or livestock event held at the MCFG. The stall manager is expected to track and monitor stall usage and collect fees on behalf of the event. Event holder will be billed in accordance with the number of stalls used. The event holder must report stall and RV counts within 1 week following the show; otherwise the MCFG staff count will apply. Stall fees shall be billed after the event and payment is due within 30 days after the event.

d. Care and Stall Cleaning

Event Holders will need to provide all bedding, feed, water, and care for any and all horses housed or otherwise brought onto the premises. Animal owners must maintain and care for all animals in a manner consistent with the standards as established by Mesa County Animal Control. MCFG reserves to the right do periodic inspections and to contact Animal Control if they feel it is necessary.

Horse stall cleaning performed by the Fairgrounds staff is charged on a per stall basis. Event holders wishing to avoid the fee should work with staff to verify cleaning standards. Stalls must be thoroughly raked to the center aisle. Any stall that is not cleaned or has to be re-raked by staff will be charged to the event holder.

e. Animal Handling

Mistreatment of animals will not be tolerated at the Mesa County Fairgrounds. Any competitor, owner or trainer suspected of abusing an animal will be reported to Mesa County Animal Control, and may be required to leave the premises immediately without a refund.

All animals must be corralled, stalled, and otherwise confined or under the direct control of the owner or handler at all times. Persons keeping animals on the premises must use every care to assure safety of visitors

and other facility patrons/personnel. Tie ups or the set-up of temporary stalls for the intended purpose of holding horses or large livestock overnight is not allowed on fairgrounds property.

2.4 Arenas

The MCFG has two covered arenas with two associated warm-up arenas. These arenas can be used for two separate (small) events, or for one, larger event. The Livestock Pavilion is available as a support facility or stand-alone event building. There is an outdoor stadium arena with rodeo setup, holding pens, and an associated warm-up arena. (see Grandstands)

United Companies Arena: The United Companies Arena is an open-air, roofed structure available for equestrian, livestock, and other activities.

DESCRIPTION:

Arena Dimensions: 121' x 225'	**Warm Up Arena: 110' x 200'**
Square Footage: 27,225 sq. ft.	Square Footage: 20,040 sq. ft.
Covered staging/waiting area	Outdoor, uncovered
Gate on each end	
Show Office	
Announcer's Stand	
PA System	
Lighting	
Bleachers on north side	
Restrooms with showers	
Wash racks	
Designated parking	

CW Construction Arena: The Mahindra Arena is an open-air, roofed structure available for equestrian, livestock, and other activities.

DESCRIPTION:

Arena Dimensions: 125' x 250'	**Warm Up Arena: 103' x 195'**
Square Footage: 31,250 sq. ft.	Square Footage: 20,150 sq. ft.
Covered staging/waiting area	Outdoor, uncovered
West end wall with 20' door	
East end gate	
Show Office	
Announcer's Stand	
PA System	
Show-quality lighting	
Bleachers on north side	
Wind/Sun shade on south side	
Restrooms with showers	
Wash racks	
Designated parking	

2.5 Arena Policies and Procedures:

Note: All policies of this Event Holder's Guide apply to all events, and it is the Event Holder's responsibility to know and understand all policies. This section includes only those policies most commonly associated with Equestrian and Livestock events for convenience of the user.

a. Scheduling of Arenas

Scheduled events and organized riding activities for groups are scheduled through the Fairgrounds office and take priority over individual open riding or training. To reserve a specific time, call the MCFG office.

Given proximity of the two covered arenas, separate events may be scheduled simultaneously with consideration of the size and needs of both events. Care will be taken to limit these overlapping dates; however these bookings will be at the sole discretion of the MCFG. Areas for parking, warm-up, wash racks and stalls will be designated for each event/arena.

Priority in scheduling and rates will be given to those who utilize the entire complex. Small horse show groups are encouraged to work with each other by coupling show dates with other small shows.

b. Arena Use & Riding Permits

Weekday use of Mahindra Arena may be scheduled in 1-hour blocks of time (minimum of 1 hour/maximum of 4 hours) between the hours of 8:00am and 5:00pm, and occasional evenings or weekends. Groups, individual riders, and trainers who wish to enjoy exclusive use of this arena are encouraged to take advantage of this feature. There is not a limit on the number of horses or riders in a group, but all riders must be part of the same group. Events, shows, or publicly advertised clinics are not eligible for this use. A signed liability waiver is required for each rider. Evening or weekend reservations are limited, and require collateral for key check-out.

Open riding is available weekdays in the **United Companies and Warm Up Arenas,** when events are not on-going. A schedule of open riding will be posted online. Fee payment and liability waivers are required for each rider. A lock-box is available at the show office to drop payments and waivers.
Riders must follow all open riding rules while using the arenas.

c. Open Riding Rules

- Always use proper pleasure-riding etiquette and common courtesy with other riders.
- Experienced riders must "watch out" for novice riders and children.
- Parents/guardians must supervise children at all times.
- Riding/behavior lessons are not allowed during open riding. Commercial trainers must contact the Ffairgrounds office to schedule facility use for lessons.
- Alcoholic beverages are not allowed at any time during open riding.
- Dogs are not allowed in the arena during open riding.
- Horses cannot be tied to the arena railing.
- Anyone off horseback must stay outside the arena railing.
- Manure is not to be left in the parking lot; it should be placed in a designated manure area.
- Stallions are prohibited in the arena during open riding.
- Arenas are available for riding only. Horses are not to be turned loose at any time.
- No barrels can be left in the riding arena.

d. Arena Grooming

Grooming of the arena is handled by MCFG staff only, unless special permission has been granted and additional insurance requirements have been met. Equipment that is not owned by Mesa County shall not be used on Mesa County property without authorization from the MCFG staff.

e. Arena Hardpan

The arena hardpan has been groomed to special standards to accommodate diverse events. Any damage to the hardpan, whether intentional or accidental, will result in loss and damage assessment against the users of the facility. It is imperative that the hardpan be protected, and not penetrated in any way. Stakes or other items that could potentially damage the hardpan, or create a potential hazard for animals, are not allowed in the arenas.

f. Equestrian Professionals & Commercial Training

Equestrian professional is defined as anyone who provides services for compensation, or who provides services under the auspices of a professional. If anyone is using the Mesa County Fairgrounds under these conditions a professional endorsement must be signed and all qualifications must be met as specified or required. These requirements include, but are not limited to, Mesa County insurance requirements, certifications, ownership documents, and incorporation papers. If anyone is not able to provide the appropriate documents or meet the requirements they may not operate as a professional on the premises. Violation of this requirement may result in legal action to the full extent allowed by law.

g. Helmet Policy

MCFG does have a helmet policy for all riders age 17 and under. Due to the unpredictability in equine behavior, and a concern for the health and well-being of children, the Mesa County Board of Commissioners adopted Resolution MCM-2001-135 requiring the use of equine industry standard helmets or the signing of a waiver of liability by the parent or guardian. This resolution applies to individual riders and boarders, as well as all organizers, and promoters of equine events. Organizers and promoters shall assure that all participants are in compliance with this resolution. Contact the MCFG office for the Helmet Waiver of Liability.

(Resolution MCM-2001-135)

All riders age seventeen (17) and under must wear an equine industry approved helmet while in the Mesa County Fairgrounds arenas or while riding an animal anywhere on the premises of the Mesa County Fairgrounds ("Fairgrounds") or must provide a waiver of liability signed by a parent or guardian. Riders age seventeen (17) and under who do not comply with this policy will lose their privilege to participate in any further activity at the Fairgrounds until the signed waiver is provided. The event organizer is required to implement this regulation or to obtain signed waivers from their riders.

h. Equestrian and Llama Law

"WARNING: 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, Colorado Revised Statutes."

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

i. Equipment on Mesa County Fairgrounds

Operation of County Equipment: Use of equipment owned by Mesa County and MCFG, is at the discretion of the Fairgrounds Management. County equipment must be operated by County personnel only. Any Fairgrounds equipment, such as bleachers, motorized equipment, or trailers, may only be moved by or with approval of Fairgrounds Staff.

Non-County Owned Equipment - Personal equipment brought to MCFG for operation, such as for modifying or grooming the arenas, must be approved by the Fairgrounds Management in advance. All work performed on the facility must be approved in advance, and presented in detail to the Fairgrounds Management. The Event Holder will pay any repairs for damage that might be caused due to work, whether it is approved or not approved. Prior

to the commencement of any work on MCFG property, proof of insurance must be filed with the MCFG and be approved by the Fairgrounds and/or the Mesa County Risk Management Department.

j. Event Setup

Event setup and tear down, including setup/tear down of livestock panels and chutes, special arena setup, tables and chairs, signs, etc., is the responsibility of the event holder. MCFG will deliver heavy pieces such as livestock panels to the requested locations for the Event Holder to set in place; arrangements must be made in advance. MCFG may be able to provide set up and tear down services for your event for additional fees. Contact the office to discuss specific fees, needs, and staff availability.

Rodeo and roping setup: The Grandstands Rodeo Arena is set up for rodeo and roping events. Bucking chutes, holding pens, and roping boxes are in place as a standard set up. Promoters who wish to change this setup may do so, but all setup and tear down will be the promoter's responsibility. Promoters desiring to host rodeos or roping events in a covered arena instead of the rodeo arena must assist in setup/tear down and will be subject to additional fees for staff labor (see page 18 for rates; labor for setup is considered excessive if it exceeds four (4) man-hours.

k. Event Setup Days

Event Setup and Tear-Down Days will be charged to the event holder as follows:

- **Equestrian & Livestock Facilities**: One free setup day allowed; tear-down must occur immediately following event. Any other setup or tear-down days will be billed to event holder at half price, and must be reserved in advance.

l. Facility Setup Standards

The base fees stated in this guide are for each facility with a standard set-up. Standard set-ups for each facility are listed below. Additional services are available, fees apply.

Facility	Standard Set-up Description: What You Can Expect
United Companies Arena	Clean and groomed prior to booked date. Gate at each end, Announcer's platform, PA system, use of Show Office building on northeast corner. Bleachers on north side. Designated parking area. Wash rack and restrooms with showers (seasonal) available. One working/watering per day during your event.
CW Construction Arena	Clean and groomed prior to booked date. Wall on west end with a gate, gate at east end, Announcer's platform, PA system, use of Show Office building north of arena. Use of arena lighting during normal event hours. Bleachers on north side, wind/shade screen on south side. Designated parking area. Wash rack and restrooms with showers (seasonal) available. One working/watering per day during your event.
Warm Up Arenas	Open, clean, and groomed arena prior to booked date. Wash rack and restrooms with showers (seasonal) available.
Wagner Rents Livestock Pavilion	12 stalls/pens set-up standard. All stalls clean and functional - Shavings required for each stall. Wash rack and restrooms with showers (seasonal) available.
RV Spaces	Clean pad. Hook-ups functional and operating; reservation signs in place. Restrooms with showers available (seasonal).
Barns and Stalls	Clean and functional. Shavings are required in all stalls; shavings are available from MCFG for a fee.

m. Lighting

The arena lights and seating lights in the Grandstands Complex are turned off usually within thirty minutes after an event is concluded providing the area is safely cleared. Event Holders may request additional pre or post lighting in advance by contacting the Fairgrounds office.

n. Grass Areas & Flower Beds

No horses are allowed on the grass or allowed to be tied to the gazebo or near the grassy lawn areas or flower & shrub beds. Horses must not be tied to trees.

o. Manure and Trash

Owners are required to clean up all manure left by their animals, including horses outside of the arena and tied to trailers in the parking areas. Manure is to be placed only in designated areas. These areas are posted with an identification sign and instructions. Other trash must be placed in the appropriate containers and dumpsters. If an Event Holder fails to place all animal waste and trash in the proper locations, they will be assessed labor charges that will be withheld from the damage deposit.

p. Tie-Ups

Horses should only be tied to horse trailers or designated hitching areas. Absolutely no tie-ups are allowed in parking areas, to barn doors, stalls, water faucets, arenas, or similar devices or structures. Tying of horses to any arena is not permitted.

Tie-ups or the set-up of personal temporary stalls for the intended purpose of holding animals overnight is not allowed on Fairgrounds property.

q. Wash Racks

Animals are to be washed only at wash racks. Washing of vehicles and/or trailers at wash racks is prohibited.

r. Horse Right-of-Way

In all areas of the MCFG, horses have the right-of-way over vehicles. Pedestrians have the right-of-way over all vehicles and horses.

s. Quarantines

MCFG does not allow any animals under quarantine either from a private individual or governmental entity. If the MCFG facilities are quarantined, events will be automatically canceled and event holders notified immediately. Every effort will be made to provide another date; and if that is not possible, rental and deposit refunds will be issued. The Fairgrounds Management or staff will not be liable for any damages, fees, or other expenses incurred by the event holder as a result of such cancellation by the Fairgrounds except for facility rental fees and deposit previously paid or due for the respective event.

In the event that an outbreak occurs during a show on site, the animal(s) deemed to be infectious by a veterinarian shall be quarantined on site in a designated area under direction and supervision by the veterinarian.

3. Recreation Vehicle (RV) Parking

3.1 RVs and Camping

There are 10 full (electric, water & sewer) RV hookups in the Equestrian Area, and 22 electric/water hookups that are available for rent during a scheduled event.

3.2 RV Policies and Procedures:

a. Not a Public Campground

MCFG is not licensed or permitted as a public campground. RV parking facilities are provided strictly for the use of participants and vendors associated with an event at the MCFG. Any persons desiring to stay overnight at the property as part of a scheduled event and/or permitted by the Fairgrounds management must pay the required fees for camping.

b. Overflow

Overflow electric-only or dry camping is permitted with associated fees in connection with a scheduled event, and with authorization by the MCFG.

c. RV Space Manager

An RV manager will be required for events booked at the MCFG which are using multiple RV hookups. Event holder is billed in accordance with the number of RV spaces used each night. The RV manager is expected to track and monitor RV hookup usage and collects fees on behalf of the event. The event holder must report RV counts within 1 week following the show; otherwise the MCFG staff count will apply. RV fees shall be billed after the event and payment is due within 30 days after the event.

d. RV Spaces

East Side: <u>Sites 1-10</u>
Back-in, close to stables, 30 & 50-amp, full hookups

<u>North RV Spaces: Sites 11-32</u>
30 & 50 amp, electric & water

<u>Overflow (as approved for an event in advance)</u>
Variety of sizes, electric only, variety of amps

Dry camping (no hookup at all) no charge

4. Buildings

4.1 Community Building/ Sagebrush Room, Mahindra Show Office, and Grandstands Lobby

The buildings may be rented for meetings, weddings, trainings, trade shows, merchandise sales, and educational seminars or other uses. The Community Building has heating and air-conditioning and is available for year-round use. The Community Building is divided, and may be rented in two ways: (1) entire building, or (2) Sagebrush Room only. The Grandstands lobby is not heated or cooled, but can be used as an indoor space, seasonal only.

Community Building

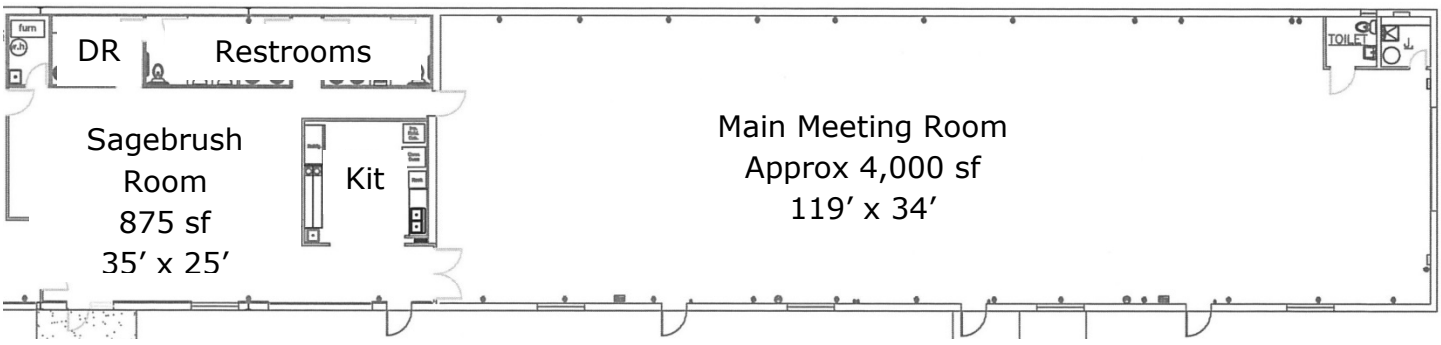
Includes restrooms, overhead door, heating/cooling, kitchen, tables, chairs, electricity and lighting. A PA system, stage, podium, and screen are available to rent. The Community Building includes use of the warming kitchen which can be used for limited food preparation only. The kitchen includes a commercial refrigerator, sink, hand sink, coffee maker, commercial warmer, and microwave. When the Community Building is rented, the Sagebrush Room is included. Exception: on occasions when the Sagebrush Room is already rented by another party, staff may negotiate a $50 discount for use of the main room, only if the two functions will not conflict. There is also a bridal dressing room available for use.

Sagebrush Room

Includes restrooms, heating/cooling, kitchen, tables, chairs, electricity and lighting. The Sagebrush Room includes use of the kitchen which can be used for limited food preparation only. The kitchen includes a commercial refrigerator, commercial sink, hand sink, coffee maker, commercial warmer, and microwave. There is also a bridal dressing room available for use.

COMMUNITY BLDG **has main room plus connects to smaller, separate meeting room**	Main Room (banquets, meetings, trade shows)	35' X 120'	4,200 sq. ft.	280 reception 225 (seated)	Warming kitchen, tables/chairs P.A. System available for a fee
	Sagebrush Room (meetings, trainings)	26’ X 32’	832 sq. ft	50	Kitchen available

Community Building Layout:



CW Construction Show Office

Includes a restroom, heating/cooling, tables, chairs, electricity and lighting. The Show Office is intended for use with events occurring in the covered arenas, but when not occupied for a show, this space can be used for meetings or small gatherings.

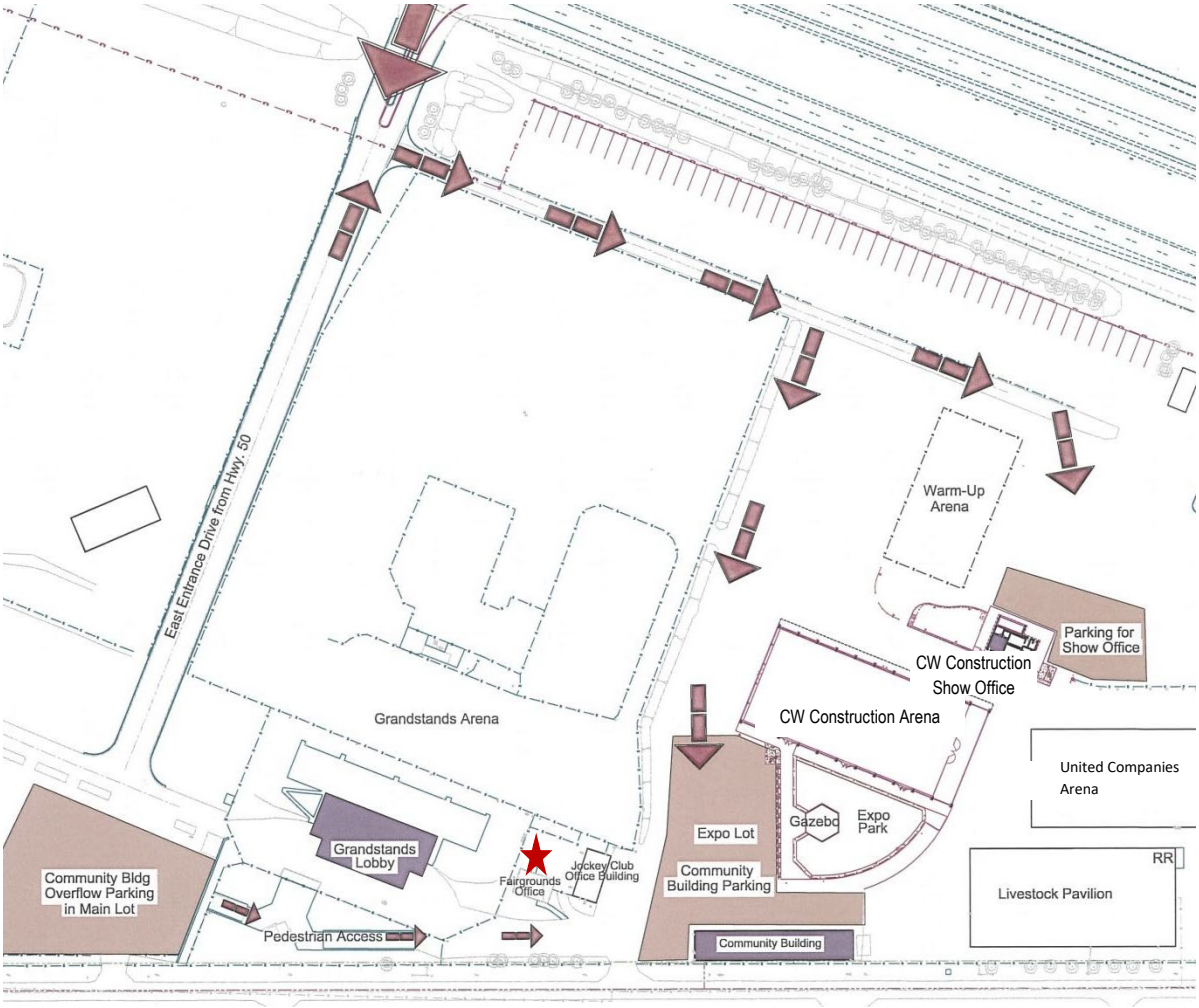
CW CONSTRUCTION SHOW OFFICE	Meetings and small gatherings up to 25 people	20' x 20'	400 sq. ft.		Single Restroom Tables & Chairs

Grandstands Lobby

Seasonal only: late March-early October. The space is limited in its use potential due to configuration and finishes. No heating/no cooling. Includes restrooms, electricity and lighting.

GRANDSTANDS LOBBY	Vendor space, trade shows, practice or training		5,600 sq. ft.		Concession 5 Men+1HC 12 Wom+1HC

4.2 Map of Designated Parking Areas for Buildings



4.3 Building Policies and Procedures:

Note: All policies of this Event Holder's Guide apply to all events, and it is the Event Holder's responsibility to know and understand all policies. This section includes only those policies most commonly associated with Building use for convenience of the user.

a. Event Setup

Event setup and tear down, including setup/tear down of livestock panels and chutes, special arena setup, tables and chairs, staging, signs, etc., is the responsibility of the event holder. MCFG will deliver heavy pieces such as livestock panels and chutes to the requested locations for the Event Holder to set in place; arrangements must be made in advance. MCFG may be able to provide set up and tear down services for your event. Contact the office to discuss specific fees, needs, and staff availability. Please refer to the incidental charge sheet.

Facility Alterations: Event Holders shall not undertake any plumbing, electrical, telecommunications, carpentry or mechanical work on any of the facilities. Special event requirements must be submitted in writing as part of the Facility Rental Application.

b. Event Setup Days

Event Setup and Tear-Down Days will be charged to the event holder as follows:

- **Buildings**: Half price for any setup day or tear-down day, and must be reserved in advance.

c. Facility Setup Standards

The base fees stated in this guide are for each facility with a standard set-up. Standard set-ups for each facility are listed below.

Facility	Standard Set-up Description
Community Building	Building and restrooms. Warming kitchen and Bridal dressing room available. Tables and chairs are provided, but not set up for you.
Sagebrush Meeting Room	Meeting space, restrooms, counter. Kitchen facilities available. Tables and chairs are provided, but not set up for you.
CW Construction Show Office	Meeting space, restroom. Tables and chairs are provided, but not set up for you.
Grandstands Lobby	Building only, seasonally available. Does not include use of kitchen. Tables and chairs are provided, but not set up for you.

5. Grandstands Complex

5.1 Stadium, Lobby, Ticket Booths, Arena, Pit, Practice Arena, Announcer's Booth

This area hosts ticketed spectator events such as the Shrine Circus, bull riding, concerts, motorsports events, and rodeos. This area consists of the Stadium (bleachers), the Grandstand Lobby (concessions and restrooms), the Grandstands Arena, the Practice Arena, and the Pit: an adjacent staging area for animal pens, participant parking, or equipment parking, an Announcer's Booth, plus use of the Main Parking Lot for spectators. A small portable building is included with the Use License as a show office or registration area. Larger events needing a large administrative space may utilize the Sagebrush Room at the discretion of the MCFG. Portable toilets are required for events using the arena, and are the responsibility of the show promoter.

The arenas are also available for rent for equestrian activities that do not generate large spectator audiences.

GRANDSTANDS LOBBY TICKET BOOTHS	Vendor space, trade shows		5,600 sq. ft.		Concession 5 Men+1HC 12 Wom+1HC
GRANDSTANDS COMPLEX (includes lobby, ticket booths, arenas, and parking lots)	Rodeos, concerts, bull rides, motorized sports shows	10 acres	Staging area, chutes, animal pens	3,000-3,500 General Adm Seating	Arena Lighting PA System Power tap boxes Announcer's Booth
GRANDSTANDS RODEO ARENA	250' x 125' groomed arena 567' length total			31,250 sq. ft. groomed area	
MAIN PARKING LOT	Asphalt			806 cars - 21 ADA spots - lighting	
OVERFLOW PARKING LOT	Road base			Approximately 200 cars	

Grandstands Complex Aerial Photograph



5.2 Grandstands Complex Policies and Procedures

a. Event Setup

Event setup and tear down, including setup/tear down of livestock panels and chutes, special arena setup, tables and chairs, signs, etc., is the responsibility of the event holder. MCFG will deliver heavy pieces such as livestock panels and chutes to the requested locations for the Event Holder to set in place; arrangements must be made in advance. MCFG may be able to provide set up and tear down services for your event. Contact the office to discuss specific fees, needs, and staff availability. Please refer to the incidental charge sheet.

Rodeo and roping setup: The Grandstands Rodeo Arena is set up for rodeo and roping events as a standard setup. Bucking chutes, holding pens, and roping boxes are in place as a standard set up. Promoters who wish to change this setup may do so, but all setup and tear down will be the promoter's responsibility. Promoters desiring to host rodeos or roping events in a covered arena instead of the rodeo arena must assist in setup/tear down and will be subject to additional fees for excessive staff labor. Staff labor for setup is considered excessive if it exceeds four (4) man-hours.

Motorsports setup: The Grandstands Rodeo Arena standard setup is for rodeo and roping events. The footing for these events must be removed prior to holding a motorized event. A MCFG contracted operator will remove the footing before the motorized event, and bring it back after the show to specifications established by MCFG. The cost of this earthwork will be billed to the motorsports event holder. Any other panel setup or earthwork required for the event will be the responsibility of the motorsports event holder.

Facility Alterations: Event Holders shall not undertake any plumbing, electrical, telecommunications, carpentry or mechanical work on any of the facilities. Special event requirements must be submitted in writing as part of the Facility Rental Application.

b. Event Setup Days

Event Setup and Tear-Down Days will be charged to the event holder as follows:

- **Grandstands**: One free setup day and one free tear-down day allowed. All other days billed to event holder at half price, and must be reserved in advance.

c. Facility Setup Standards

The base fees stated in this guide are for each facility with a standard set-up. Standard set-ups for each facility are listed below.

Facility	Standard Set-up Description
Grandstands Lobby	Building only with (seasonal) restrooms. No placement of tables or chairs.
All Parking Lots	Asphalt parking lots clean and swept (as necessary). Dirt parking areas free of debris.
Grandstands & Grandstands Arena	Clean, swept, washed down, trash receptacles in place; lobby area clean & swept; restrooms clean (seasonal); use of main parking lot, arena lights and house PA system. Use of portable building for registration of participants. Use of arena, pit area, and practice-arena. Arena will be set up for rodeo events and will be groomed prior to the booked date. Special dirt setup is the responsibility of the event holder. Food and Beer Concessions provided for major grandstands events.

d. Equipment on Mesa County Fairgrounds

Operation of County Equipment: Use of equipment owned by Mesa County and MCFG, is at the discretion of the Fairgrounds Management. County equipment must be operated by County personnel only. Any Fairgrounds

equipment, such as bleachers, motorized equipment, or trailers, may only be moved by or with approval of Fairgrounds Staff.

Non-County Owned Equipment - Personal equipment brought to MCFG for operation, such as for modifying or grooming the arenas, must be approved by the Fairgrounds management in advance. All work performed on the facility must be approved in advance, and presented in detail to the Fairgrounds Management. The Event Holder will pay any repairs for damage that might be caused due to work, whether it is approved or not approved. Prior to the commencement of any work on MCFG property, proof of insurance must be filed with the MCFG and be approved by the Fairgrounds and/or the Mesa County Risk Management Department.

e. Equestrian and Llama Law

"WARNING: 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, Colorado Revised Statutes."

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

f. Helmet Policy

MCFG does have a helmet policy for all riders age 17 and under. Due to the unpredictability in equine behavior, and a concern for the health and well-being of children, the Mesa County Board of Commissioners adopted Resolution MCM-2001-135 requiring the use of equine industry standard helmets or the signing of a waiver of liability by the parent or guardian. This resolution applies to individual riders and boarders, as well as all organizers, and promoters of equine events. Organizers and promoters shall assure that all participants are in compliance with this resolution. Contact the MCFG office for the Helmet Waiver of Liability.

(Resolution MCM-2001-135)

All riders age seventeen (17) and under must wear an equine industry approved helmet while in the Mesa County Fairgrounds arenas or while riding an animal anywhere on the premises of the Mesa County Fairgrounds ("Fairgrounds") or must provide a waiver of liability signed by a parent or guardian. Riders age seventeen (17) and under who do not comply with this policy will lose their privilege to participate in any further activity at the Fairgrounds until the signed waiver is provided. The event organizer is required to implement this regulation or to obtain signed waivers from their riders.

g. Horse Right-of-Way: In all areas of the MCFG, horses have the right-of-way over vehicles. Pedestrians have the right-of-way over all vehicles and horses.

h. Quarantines

MCFG does not allow any animals under quarantine either from a private individual or governmental entity. If the MCFG facilities are quarantined, events will be automatically canceled and event holders notified immediately. Every effort will be made to provide another date; and if that is not possible, rental and deposit refunds will be issued. The Fairgrounds Management or staff will not be liable for any damages, fees, or other expenses incurred by the event holder as a result of such cancellation by the Fairgrounds except for facility rental fees and deposit previously paid or due for the respective event.

In the event that an outbreak occurs during a show, the animal(s) deemed to be infectious by a veterinarian shall be quarantined on site in a designated area under direction and supervision by the veterinarian.

6. Parks and Pavilions

6.1 Lions Park & Lions Park Pavilion



Lions Park is a small (approximately 2 acre) park. This area hosts small festivals and shows, dog agility shows, and concerts. It is available for family reunions and church picnics. Lions Park has several small picnic pavilions, a large outdoor barbeque area, a playground, and restroom facilities.

The large barbeque pavilion is available for rent, and may be reserved in advance.

6.2 Expo Park with Gazebo

The newly renovated Expo Park is located near the Community Building and is easily accessed from the gravel Expo Parking lot. The small park features rich turf and a metal-roofed 40’ hexagonal gazebo on a concrete pad near the Community Building. The gazebo may be used as a picnic shelter, concert space, or gathering site, and has electricity. The Park is illuminated at night and vendor power is available at the base of each light pole, making this space excellent for small festivals, accommodating up to 7 vendors with power and water.



Expo Park with Gazebo

6.3 Park Policies and Procedures:

a. Passive & Unscheduled Park Use

The parks at the MCFG are available for passive park use, picnics, playing, and dog-walking. Scheduled events and organized activities for groups in the parks or pavilions are scheduled through the Fairgrounds office and take priority over individual passive park use. To reserve a specific time, call the MCFG office.

b. Camping/RVs in Park Areas or Parking Lots

MCFG is not licensed or permitted as a public campground. Any camping or RV parking to occur in any park area or parking lot in connection with a scheduled event must be authorized in advance by the MCFG. Any persons desiring to stay overnight at the property as part of a scheduled event must pay the required fees for camping.

c. Event Setup

Event setup and tear down, including setup/tear down pedestrian fencing or other fencing, canopies, or other equipment is the responsibility of the event holder. MCFG will deliver heavy pieces such as pedestrian fencing (see Incidental Fees) to the requested locations for the Event Holder to set in place; arrangements must be made in advance. MCFG may be able to provide other set up and tear down services for your event. Contact the office to discuss specific fees, needs, and staff availability. Please refer to the incidental charge sheet.

Facility Alterations: Event Holders shall not undertake any plumbing, electrical, telecommunications, carpentry or mechanical work on any of the facilities. Special event requirements must be submitted in writing as part of the Facility Rental Application.

d. Event Setup Days

Event Setup and Tear-Down Days will be charged to the event holder as follows:

- **Parks and Parking Lot Events**: One free setup day allowed; tear-down must occur immediately following event. Any other setup or tear-down days will be billed to event holder at half price, and must be reserved in advance.

e. Facility Setup Standards

The base fees stated in this guide are for each facility with a standard set-up. Standard set-ups for each facility are listed below.

Facility	Standard Set-up Description (what to expect)
Lions Park	BBQ Pavilions clean. Trash cans available and clean. Restrooms open and clean (seasonal). Grass mowed. Sprinkler lines identified (as necessary) and turned off during event. Tables and chairs are not available.
Veterans Park	Open Park Space. Vendor Electrical Hookups, Power for Stage, DG Area for VIP seating at concerts. Sprinkler lines identified (as necessary) and turned off during events.

f. Pavilions

Pavilions are considered first-come, first-served with the exception of the large BBQ pavilion in Lions Park, which may be reserved in advance. If the pavilion is marked with a "RESERVED" sign, it is not available for use to the public.

7. Parking Lots

7.1 Parking Lot Events and Parking Lot Use

The MCFG has approximately 19 acres of paved or gravel parking lots. These lots are available to be used as event support and are generally designated for specific facilities. In some cases parking lots are rented as an event venue.

PARKING SPACES FOR CARS:

LOT	SURFACE	USER DESIGNATION	CAPACITY
Main Lot	Asphalt	Grandstands, BMX, OMLL, Tri-River Extension Community Building	806 cars - 21 ADA spots - lights
Overflow Lot (next to main)	Road base	Grandstands, BMX, OMLL	Approximately 200
Exposition Lot	Road base	Community Building, Sagebrush Room	Approximately 100 cars *(includes area in front of Community Bldg)*
North Lot	Road base	RV Parking/Hookups Overflow Grandstands Equestrian & Livestock Events	Approximately 200 cars
United Companies Trailer Parking	Road base	United Companies Arena	Lighted, approx. 30 trailers
CW Construction Trailer Parking	Road base	CW Construction Arena	Approx. 30 trailers

a. Facility Setup Standards

The base fees stated in this guide are for each facility with a standard set-up. Standard set-ups for each facility are listed below.

Facility	Standard Set-up Description (what to expect)
All Parking Lots	Asphalt parking lots clean and swept (as necessary). Dirt parking areas free of debris. Tables and chairs are not available.

b. Lighting

The Main Lot is lighted for evening Grandstands events, and lights are turned off once the lot is cleared. Event Holders with an event in the parking lot may request lighting in advance by contacting the Fairgrounds office, for a fee.