Welcome to the Gila County Fairgrounds Use Application and Policy Pages

For your convenience we have provided this document for your review in PDF format. If you wish to submit an application to schedule an event, please print this document, complete each form, read and sign the Policy/Procedures sheet and mail or deliver all ORIGINALS WITH SIGNATURE to:

Linda Rodriguez
Administrative Manager
1400 E. Ash St.
Globe, AZ 85501

If you have questions you may call 1-928-402-4344 or 1-928-200-1277 for assistance.

APPLICATION TO RENT GILA COUNTY FAIRGROUNDS' FACILITIES

Name of Individual or Organization:	U of A, Gila County Cooperative Extension				
Address of Individual or Organization:	PO Box 2844, Payson, AZ 85547				
Function to be Held:	2012 4-H Events				
Contact Person for Event:	Lani Hall / Lisa Foster				
Telephone No.:	928-595-0655 / 928-425-7971 ext 31				
Date(s) Requested:	see attached	thru	see attached		
Time of Event:	see attached	to	see attached		
Estimate How Many People Will Attend Event:	varies due to event - 20-100				
Liquor License No. and Sold by (Name):				Served only?	
Will this event be public or private?	X	Public		Private	
If public, would you like this event listed on the Gila County Fairgrounds webpage?		Yes	X	No	
Information to be posted on webpage:	Is there an entrance fee?		Yes	X	No
Adults: $	Children: $	Seniors: $			

Which facility will be rented? Please check appropriate box, fill in # of days or hours and enter Total Fee(s).

BUILDINGS

[X] Exhibit Hall: The building is 60' x 120' (7200 sq ft) including kitchen and restrooms. Capacity is 480 people.

		Total Fee:
First Day of Event - $350.00		
Each Additional Day of Event - $250.00	Days	
($50.00 of cleaning deposit is non-refundable) Cleaning Deposit $150.00		
Key Deposit - $25.00		

[ ] Commercial Building: Capacity is 320 people.

First Day of Event - $200.00		
Each additional Day - $100.00	Days	

OUTDOOR FACILITIES

E.M.T. required for Go-Kart and all High Risk events. Horse Racing Events required to have ambulance and E.M.T.

[ ] ATV Grounds

$75.00 per day; $300.00 per week (5 days)	Days	

[X] Rodeo Arena

First Day of Event - $1,200.00 + set up charges		
$ 150.00 for each additional day	Days	
$25.00 per hour for lights	Hours	

[ ] Grandstand Area

First Day of Event - $500.00		
$150.00 each additional day	Days	

[ ] Livestock Shed A (60 x 120)	$150.00 per day		Days	
[ ] Livestock Shed B (80 x 120)	$150.00 per day		Days	
[ ] Livestock Shed C (30 x 120)	$150.00 per day		Days	
[ ] Horse Stall(s)	$10.00 Each per day	EA	Days	
[ ] Car Track/Motor Cross	$150.00 per day		Days	
[ ] Other Areas at Fairgrounds	$150.00 per day		Days	
			TOTAL FEE(S) DUE:	

POLICIES/PROCEDURES: Please read carefully.

1. Gila County requires the event sponsor/individual to provide security personnel for events where:
   a. Alcohol/liquor is served or sold;
   b. Events are offered for public attendance;
   c. More than 150 persons are expected to attend a private event;
   d. Under all other circumstances the event sponsor/individual will provide adequate security. It is understood that no security is provided by the County through the County;
   e. It is further understood that the event sponsor/individual is to exercise reasonable judgment regarding the number of security personnel needed for their event. **At a minimum no less than two (2) law enforcement officers are required for every 150 persons in attendance. At least one (1) officer must be an Arizona Post Certified Officer and the other may be a Gila County Sheriff Posse Reserve.**
2. If alcohol/liquor is sold or served, it is the Board's policy **not to allow alcohol/liquor outside the building**. Law Enforcement Officers have been instructed to enforce this policy.
3. All functions are to end by 12 midnight. This includes removing all personal property. Gila County will not be responsible or liable for any personal property left after the function ends.
4. The refundable portion of the cleaning deposit will be forfeit if the building is not cleaned or if there are any damages to the building or related equipment.
5. Prior to picking up the key from the Fairgrounds, all fees must be paid, arrangements for security secured, and certificate of insurance verified. **Fairgrounds Office (928-425-5924)** Open between the hours of 6:00 a.m. and 2:30 p.m.
6. Insurance is required for all individual events. Some County sponsored events or functions may be required to provide additional insurance. A copy of the insurance certificate is required 10 days prior to the date of the event. See Attached Addendum
7. No tape of any kind, nails, thumb tacks, or pins will be allowed on the walls for decorating.
8. All requests to waive rent for the Fairgrounds' facilities are forwarded to and approved by the Board of Supervisors. The event contact will be notified by mail of waiver status.
9. **The event contact person should communicate with Scott Marcanti at least ten (10) working days before the event to review facility setup.**
10. If you received this application by mail or download from the internet (www.gilacountyaz.gov), please mail the completed document with original signature to:

    Linda Rodriguez
    Administrative Manager
    1400 E. Ash St.
    Globe, AZ 85501

    Events may be scheduled up to two (2) years in advance. The Fairgrounds' Master Calendar is maintained and coordinated by **Linda Rodriguez**. Call 928-402-4344 to request the availability of specific dates and times.
11. Gila County reserves the right to unilaterally cancel a reservation for the Fairgrounds' facility due to unforeseen circumstances, such as damages from natural or man-made causes. A full refund will be issued to the reserving party if another suitable Fairgrounds' facility cannot be substituted.
12. The Fairgrounds Foreman will have the right to review concurrently scheduled events for appropriateness, compatibility and safety. Alternate event dates will be offered to all requesters if criteria cannot be satisfied.
13. Rental rates for Fairgrounds' facilities shall be based on the Fairgrounds' Rate Schedule in effect on the date the approval is given by the Board of Supervisors.

I have read and understand this application:

The attached Addendum is hereby Incorporated into this agreement.

Applicant Signature: Ernette C Leslie	Ernette C. Leslie Contracts Administrator	Date: 12/2/11

(Do not write below this line)

E.M./F.G. Checklist:							
Conflict with dates:		Rental Fees:		Security:		Insurance:	
		Approved:				**Disapproved:**	
Signature:						12/13/11	
				Fairgrounds Personnel Signature		**Date**	
Signature:							
				Chairman Gila County Board of Supervisors		**Date**	

ADDENDUM

The following terms are added to and form a part of the attached Contract:

1. NON-DISCRIMINATION The parties shall comply with all applicable state and federal statutes and regulations governing Equal Employment Opportunity, Non-Discrimination, and Immigration.

2. CONFLICT OF INTEREST The Arizona Board of Regents may, within three years after its execution, cancel this Contract without penalty or further obligation if any person significantly involved in negotiating, drafting, securing or obtaining this Contract for or on behalf of the Arizona Board of Regents becomes an employee in any capacity of any other party or a consultant to any other party with reference to the subject matter of this Contract while the Contract or any extension hereof is in effect.

3. INSURANCE The parties recognize that the Arizona Board of Regents participates in the Arizona State Risk Management Program. Any liability of the State of Arizona resulting from any negligence of its employees shall be governed by Arizona's self-insurance statute A.R.S. § 41-621.

ARIZONA BOARD OF REGENTS ON BEHALF OF THE UNIVERSITY OF ARIZONA

Ernette C. Leslie

Ernette C. Leslie
Contracts Administrator

Date 12/2/11

GILA COUNTY BOARD OF SUPERVISORS

_____

Authorized Signature
Printed Name:_____
Title:_____
Date_____