



# JEFFERSON

COUNTY COLORADO

## Fairgrounds

Welcome to the Jeffco Fairgrounds!

Our 100-plus acre campus attracts world-class events while serving the local and regional needs. Through our indoor and outdoor event spaces, campground, picnic pavilion, riding arenas, trails and more, we look forward to helping you create an experience your attendees will never forget.

We cherish our long-standing relationships with 4-H, CSU Extension, the Westernaires and more as our focus remains on agricultural, youth, recreational and special-event activities.

The safety and welfare of animals, guests and staff is our first consideration. The Jeffco Fairgrounds also has a responsibility (with regard to noise, safety, security, traffic flow, parking and other event-related impacts) to our neighbors, neighborhoods, cities, roadways, businesses, partners and taxpayers.

The following Fairgrounds Facility Reservation and Use Regulations have been established to help maximize successful, safe, healthy, secure and enjoyable event experiences for our guests while protecting and preserving county assets and resources.

The Regulations listed in this document are in place for every event, their producers, managers, vendors and participants.

We look forward to working with you!

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**15200 WEST 6<sup>TH</sup> AVENUE • GOLDEN, CO 80401 • 303.271.6600 • [Jeffco.us/fairgrounds](http://Jeffco.us/fairgrounds)**

# CONTENTS

FACILITY RESERVATION AND USE REGULATIONS .....	3
FACILITY RATES AND FEES .....	3
Rate Categories.....	3
Youth Rate .....	3
Standard Rate.....	3
Commercial Rate.....	3
Jefferson County Government Use.....	4
Facility, Equipment & Service Rates .....	4
FACILITY RESERVATION PROCESS .....	4
ACCESS BY STAFF .....	5
ALCOHOL.....	5
Private Events with Free Distribution of Alcohol .....	5
Public Event Serving and/or Selling Alcohol .....	6
ALTERATIONS TO FAIRGROUNDS PROPERTY .....	6
AMBULANCE AND MEDICAL SERVICES .....	6
AMERICANS WITH DISABILITIES ACT (ADA) .....	6
ANIMALS/PETS AND ANIMAL WELFARE .....	6
Access.....	6
Animal Welfare.....	7
Coleadero .....	7
Handling Animal Rights Issues.....	7
Loose Animal .....	7
Sick Animals .....	7
APPROVED VENDOR LIST .....	8
ARENA SURFACES .....	8
ATMS .....	8
CAMPING.....	8
CANCELLATIONS.....	9
CHALK, TAPE, DECORATIONS .....	9
CLEANING .....	10
COLORADO GOVERNMENTAL IMMUNITY ACT AND OWNERS OF RECREATIONAL AREAS LIABILITY ACT .....	10
EVENT MANAGER .....	10
FIRE PREVENTION.....	11
FOOD/BEVERAGE .....	12
Free Distribution/Consumption of Food - Within Private Party/Group .....	12
Free Distribution/Consumption of Food - To the Public (Including Sampling).....	12
Distribution/Consumption/Sale of Food - Using A Fairgrounds Approved Vendor.....	12
Distribution/Consumption/Sale of Food - Without Using a Fairgrounds Approved Vendor.....	12
Exclusive Beverage Provider.....	13
HAZARDOUS WASTE.....	13
INSURANCE REQUIREMENTS .....	13
LICENSES AND PERMITS.....	14
LIABILITY WAIVERS .....	14
LOST OR STOLEN ARTICLES .....	14
MARKETING, ADVERTISING, PUBLICITY AND OTHER COMMUNICATIONS .....	14
MARQUEES AND SIGNAGE .....	15
NON-EXCLUSIVE AGREEMENT .....	16
PARKING .....	16
PAYMENTS.....	17
Retainer Fee and Damage Deposit.....	17
Payment Schedule.....	17
Late Fee .....	17
Cancellation for Late Payment.....	17
Cancellation and Refunds.....	18
Payment Methods.....	18
Returned Checks .....	18
PHOTOS AND VIDEOS .....	18
PLANNING MEETINGS.....	18
RESERVATION AGREEMENT PERIOD AND INCLUDED SERVICES .....	19
RULES AND CODE OF CONDUCT.....	19
SECURITY.....	20
SETUP MODIFICATIONS .....	20
SHARED FACILITIES AND SERVICES .....	20
SMOKING .....	20
STORAGE OF ITEMS AND RECEIVING .....	20
TAXES .....	21
TENTS .....	21
TIE OUTS AND TEMPORARY LIVESTOCK STALLS .....	21
UNMANNED AIRCRAFT SYSTEMS (UAS) .....	21
WI-FI AND INTERNET .....	22
TIPS FOR EVENT EQUIPMENT RENTALS.....	23
Restrooms, Portable Toilets and Hand Washing Stations.....	23
Trash and Recycling .....	23

# JEFFERSON COUNTY FAIRGROUNDS FACILITY RESERVATION AND USE REGULATIONS

**THESE RESERVATION AND USE REGULATIONS ARE INCORPORATED INTO AND MADE A PART OF EVERY RESERVATION AGREEMENT AND RESERVATION PERMIT ISSUED BY THE JEFFERSON COUNTY FAIRGROUNDS. APPLICANTS TO THESE AGREEMENTS ARE RESPONSIBLE FOR READING, UNDERSTANDING AND ADHERING TO THESE REGULATIONS FOR THEMSELVES, THEIR PRODUCERS, MANAGERS, VENDORS AND PARTICIPANTS.**

## ***FACILITY RESERVATION AND USE REGULATIONS***

Use of any facility at the Fairgrounds (except for camp sites, stalls and pens, which require a Reservation Permit) is by Reservation Agreement between the Reservation Agreement applicant (Applicant) and Jefferson County. The terms of these Facility Reservation and Use Regulations (Regulations) are incorporated into every Reservation Agreement and Reservation Permit signed by an Applicant and Jefferson County. As applicable, the use of the term "Reservation Agreement" in these Regulations shall also refer to a Reservation Permit issued to an Applicant. All terms highlighted in yellow within these Regulations are hyperlinks to related documents.

## ***FACILITY RATES AND FEES***

The Fairgrounds usage/fee structure is reviewed annually. Any potential adjustments are considered with regard to a competitive marketplace, operational costs and/or other conditions affecting the overall operation.

### **Rate Categories**

There are four categories of usage at the Fairgrounds. Three of these categories involve fees for facility usage - youth rates, standard rates and commercial rates. Applicable rates are determined by the nature of each event.

#### **Youth Rate**

An event which is produced, managed and attended in full by an organization based in Jefferson County.

The following conditions apply to the Youth Rate at the Fairgrounds:

1. This organization/its membership shall be comprised primarily of youth (ages 17 years-of-age or younger) who reside in Jefferson County. Examples include Jefferson County 4-H events, Westernaires and Jefferson County Scout events.
2. Applicant may cancel up to 15-days prior to the first day of the event without penalty. A fee of \$250 applies for any cancellations within 14-days of the event date.

#### **Standard Rate**

An event at which no goods or services are sold (with the exception of food/beverage). Examples include free meetings, free seminars, banquets and wedding receptions.

#### **Commercial Rate**

An event at which goods, services and/or products are sold (excluding food/beverage). Examples include RV sales, craft shows, clinics, seminars, meetings and/or any event with required/suggested paid admission/donation/registration.

## Jefferson County Government Use

The following conditions apply to use of the Fairgrounds by Jefferson County Government Departments and Divisions:

1. All uses must be for official business of Jefferson County Government.
2. Complimentary, internal County use is available (based on availability) Monday – Wednesday (8am-4pm) and Thursday (8am-12pm). Standard rental rates apply to facility use outside of these days/times.
3. All facility use requires a Reservation Agreement, signed by a division Director, department Director or elected official, and is subject to these Regulations and any other reservation and use requirements. This includes, but is not limited to, cleanup, damage, insurance, permits and restrictions. Standard charges apply for extended hours, equipment, supplies, extra cleaning, etc.
4. The sale of any goods or services requires prior approval from the Fairgrounds Manager.
5. Vendors from the Approved Vendors Program list must be used for all food and beverage, event services and supplies, unless otherwise approved by the Fairgrounds Manager.
6. A fee of \$250 applies for any cancellations within 72 hours of the event date.

### Facility, Equipment & Service Rates

The Fairgrounds offers many other services to assist the Applicant. Rates and charges are listed in the [Facility, Equipment & Service Rates](#). These rates as well as any rates referenced in the Regulations and any attachments are considered incorporated within the Reservation Agreement. Additional/other fees may be incurred for additional equipment, supplies, labor, etc. necessary and are payable within fifteen (15) days from the conclusion of the event.

### ***FACILITY RESERVATION PROCESS***

All facilities are reserved on a first-come, first-served basis. As the first step in this process, prospective Applicants must complete a request for proposal found online within the [Fairgrounds website](#). This process must be completed by all Applicants, including recurring events.

Upon receipt of Applicant's complete event information, a review by Fairgrounds management is conducted and facility availability determined.

The Jefferson County Fairgrounds Manager has the right to refuse event bookings when it is his/her opinion that the event may cause undue or unusual damage to the Fairgrounds facilities and/or if the event is deemed an inappropriate use of the facilities based on a variety of reasons, including, but not limited to: scheduling conflicts, match to Fairgrounds mission, etc.

No group may contract for a Fairgrounds facility for use by another group. There will be no "selling" or exchanging dates by any group without the express, written consent of the Fairgrounds Manager, which the Manager may deny or condition at his/her discretion.

For events meeting the necessary criteria, the Reservation Agreement process continues with the generation of an event estimate. Included in every event estimate is a "Damage Deposit." This Damage Deposit can range in amount to correlate with the nature of each event. Starting at no less than \$100, a Damage Deposit could reach \$10,000+ depending on circumstances. This Damage Deposit is required prior to execution of any Reservation Agreement and may be refundable (provided all Fairgrounds Use Policies and Restrictions are met). Applicant may also be responsible for costs (exceeding the Damage Deposit) for cleanup and/or damages that result from their event.

Applicants booking multiple events may choose to have their Damage Deposit placed in a noninterest-bearing escrow account. Damage Deposits placed in this account may be refunded, upon written request, if no outstanding charges apply.

Any Damage Deposit that remains unclaimed or unused (not applied to an event) after one year following its deposit with the Fairgrounds shall be forfeited and become the sole and exclusive property of Jefferson County.

No event date(s) shall be confirmed, nor may an Applicant advertise, market, publicize or promote any event/event date(s) until;

1. Applicant has signed the Reservation Agreement;
2. Signed Reservation Agreement has been received by the Fairgrounds office along with proper payment(s) and required insurance documents;
3. The Fairgrounds Manager has signed the Reservation Agreement; and
4. Other required documents and paperwork (if applicable) received by the Fairgrounds office

Should Applicant fail to return the required documents or payment(s) by designated dates, as stated herein, the Fairgrounds has the right to cancel the Reservation Agreement and event without further notice.

### ***ACCESS BY STAFF***

County and Fairgrounds 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 activity and event.

### ***ALCOHOL***

It is the responsibility of the Applicant(s) and/or Event Manager(s) to ensure compliance with all alcohol policies. No alcohol may be consumed during events without proper documentation. Fairgrounds management has the authority to discontinue/shut down any event not complying strictly with these and all other alcohol policies.

The Applicant must present to the Fairgrounds office the draft security plan at least 90-days prior to the event load-in to receive the alcohol/liquor permission letter from the Fairgrounds Manager.

Approved, uniformed security personnel are required anytime alcohol is present (served, sold or consumed) at an event. Jefferson County Sheriff's Department is one approved agency. For any other approved agencies, please refer to the Fairgrounds list of [Approved Vendors](#).

All security agencies, regardless of status, and security plans and agreements must be approved by the Fairgrounds Manager prior to execution of final contracts. As part of this security plan, Applicant (in conjunction with approved security agency) is required to submit a diagram of the licensed premises at the time of application. The diagram should be on 8-1/2" x 11" paper, may be hand drawn (using a ruler); and does not need to be to scale (but should state the outside dimensions of any structure). Additionally, structures, buildings and/or rooms must be labeled with details of storage and serving areas, ID issuances/checkpoints, coolers, bar(s), entrances, exits and other passages. Placement of security officers should be noted on the diagram along with a description of each officer's duty(ies) throughout the event.

### **Private Events with Free Distribution of Alcohol**

Private events wishing to serve alcohol, free of charge, to (legal age) members of their group only, may be granted written permission from the Fairgrounds Manager. Submission of an alcohol application and (at least one) pre-event planning meeting are required prior to consideration for approval in these cases. Applicant must also provide insurance coverage that meets or exceeds the requirements set forth in the [Fairgrounds Insurance Requirements](#).

## **Public Event Serving and/or Selling Alcohol**

Any Applicant with a public event desiring to serve and/or sell alcohol at any event must apply for, and acquire, a Special Event Permit from the Jefferson County Clerk and Recorder (application must be submitted to the County Clerk and Recorder 30-days prior to the event date however, process can take up to 60-days). A Special Event Permit to serve alcohol is required when a qualifying organization:

- Has an event and wants to sell alcohol beverages;
- Has an event that is open to the public and alcohol beverages are available;
- Has an event where there is a cash bar;
- Has a public event where donations are requested; or
- Has a public event where admission fees are required

The Applicant, in these cases, must be a qualifying organization as defined by the State of Colorado. Applicant must also provide insurance coverage that meets or exceeds the requirements set forth in the [Fairgrounds Insurance Requirements](#).

It is the responsibility of the Applicant to hire and present to the Fairgrounds office the final security plan for the event at least 60-days prior to the event along with the special event liquor permit and public posting (if applicable) from the Jefferson County Clerk and Recorder.

## ***ALTERATIONS TO FAIRGROUNDS PROPERTY***

Unauthorized painting, changing, altering or tampering with any Fairgrounds property is prohibited. This includes, but is not limited to, buildings, grounds, signs, pipes, locks, conduits, electrical or gas connections.

## ***AMBULANCE AND MEDICAL SERVICES***

On-site ambulance service and/or medical services such as first aid service may be required for events as per governing/sanctioning regulations and/or Fairgrounds management. All rough stock and rodeo style events are required to have a minimum of one (1) ambulance onsite during their event.

## ***AMERICANS WITH DISABILITIES ACT (ADA)***

The Americans with Disabilities Act (ADA) makes it illegal to discriminate against anyone because of a physical or mental impairment. It is the responsibility of each Applicant, Event Manager, vendor and/or their employee(s) to adhere to requirements surrounding ADA. The Fairgrounds insists that all guests shall be treated in an equal, respectful and courteous manner, while ensuring a safe and enjoyable experience for all.

## ***ANIMALS/PETS AND ANIMAL WELFARE***

### **Access**

Animals (including pets) are not allowed in meeting rooms, exhibit halls, office spaces, restroom/shower facilities or near the playground structure. The only exception is for working service animals and with written prior approval from the Fairgrounds Manager.

Horses are not permitted in the pedestrian plaza between the Exhibit Halls and the Fairgrounds/CSU Extension Office, on any bluegrass area or in the Picnic Pavilion area. Please observe all "No Horses Beyond This Point" signage on the property.

Pets must be kept kenneled or on a leash (and under physical control of owner) at all times. Pet owners are responsible for immediate cleanup and proper disposal of pet waste. Waste stations are located throughout the Fairgrounds for convenience.

Off-leash pet compliance is permitted only with proper and necessary permit(s) from Jefferson County Animal Control and approval from the Fairgrounds Manager.

## **Animal Welfare**

The Fairgrounds is committed to the humane treatment of all animals and does not tolerate animal abuse, cruelty, mistreatment or neglect. We take any accusations of animal abuse very seriously, and we are committed to protecting the welfare of animals and livestock at our venue. Every possible precaution should be taken to ensure the safety and well-being of all animals.

Persons having animals on the grounds must use every precaution to ensure the safety of all people attending the event.

The Fairgrounds requires that all animals' basic needs are met; that they are provided with clean bedding, food and clean water. When pertinent, accommodations should be made to keep the animals as comfortable as possible during extreme temperatures or other weather events. For safety purposes, all animals will be contained in the appropriately sized enclosures with secure operating and locking mechanisms.

When animals are used as part of an event, all applicable laws, ordinances and regulations dealing with the humane treatment of animals must be fully complied with. It is the responsibility of the owner/exhibitor/handler/agent for each animal being brought to the Fairgrounds to be aware of and adhere to the most current regulations and rules regarding animal transportation, disease control, vaccinations and health documentation requirement, in accordance with Jefferson County, the State of Colorado and Federal Law.

Any Applicant or participant found using unethical practices or mistreating an animal at the Fairgrounds will be immediately removed from the premises and reported to the proper authorities.

## **Coleadero**

Coleadero, aka (Steer Tailing) and/or Horse Tripping events are not permitted at the Fairgrounds. Any Applicant or participant found conducting the above activities at the Fairgrounds will be immediately removed from the premises and reported to the proper authorities and will result in immediate termination of the Reservation Agreement.

## **Handling Animal Rights Issues**

All inquiries from the public, news media and/or representative of animal interest groups regarding the care and management of animals should be referred to the Fairgrounds Manager.

## **Loose Animal**

If an animal escapes the designated stall, pen, containment area or arena, Fairgrounds staff should be contacted immediately. Fairgrounds personnel will help secure the perimeter. An attempt to contain the animal should be made by the owner and/or Event Manager since they have the most experience with the animal. If the animal escapes the Fairgrounds' property, the animal's owner, Event Manager and local authorities will be contacted in an attempt to contain the animal.

## **Sick Animals**

Sick animals are to be removed from the grounds as soon as identified as ill to ensure other healthy animals are not impacted.

## ***APPROVED VENDOR LIST***

The Fairgrounds' Approved Vendor List is a compilation of event professionals in/around the area the Fairgrounds' works with frequently. Unless noted, all vendors on the Approved Vendors List can provide services during the calendar year (January 1 – December 31). Vendors change year-to-year. It is the responsibility of the Applicant to confirm current and future vendors for events.

Any vendor used by an Applicant that is not part of the Fairgrounds Approved Vendor Program must pay the applicable fee(s) (\$200 per vendor type, per event), and provide the appropriate insurance documents (if required), to the Fairgrounds office prior to the event. This requirement also applies to any vendor(s) who use the parking lot only (for example, mobile food services).

Before an event, Applicant and/or Event Manager is/are required to notify the Fairgrounds management of any plans for food consumption and/or sales. All Applicants are required to provide, to the Fairgrounds' office, a full list of all expected vendors from the Fairgrounds' Approved Vendor List and other event-related services and vendors not on the list no later than 21-days prior to the scheduled event load-in. For a list of approved vendors, please refer to the Fairgrounds list of [Approved Vendors](#).

An Applicant, and not Jefferson County, is responsible for contracting with its vendor (Approved Vendor or other vendor) for services at the Applicant's event.

## ***ARENA SURFACES***

The Jeffco Fairgrounds offers three outdoor arenas including the Rodeo Arena (260'x140'), the Table View Arena (100'x215') and Silver Spur Arena (100'x215'). The campus additionally offers two indoor arenas – the Event Center (100'x205') and Barn 1 (85'x140') as well as one, open-aired, covered arena (Pole Barn 60'x100').

The Fairgrounds dirt standard is a carefully blended mix of organic and non-organic materials at 3 – 4 inches in each arena allowing our arenas to be multi-use spaces. Hosting a diverse array of events annually, thousands of horses, sheep, dogs, alpaca, bucking bulls and other animals visit the Fairgrounds' indoor and outdoor facilities.

As a member in good standing with The League of Agricultural & Equine Centers, the Jeffco team constantly monitors composition levels, hydration, grooming and treatment of each arena surface. Our Fairgrounds team can dig a maximum of 6 inches in the outdoor arenas and indoor Event Center. Over the course of your event, the Fairgrounds' arena tractor operator will groom/work the arena and can assist with additional needs you may have.

Prior to each event, the arena's surface will be groomed and watered to the reasonable satisfaction of each client by Fairgrounds' staff. Additionally, one complimentary groom and water treatment is included in each event Reservation Agreement. Additional arena work will be invoiced appropriately.

## ***ATMS***

ATMs are in select locations on the Fairgrounds and are stocked and serviced by Commercial Union ATM of Arvada. Occasional technical or maintenance issues can arise, and ATM's are setup to automatically notify the servicing company if this occurs. ATM's are exclusively contracted by the Fairgrounds – outside ATM's are not allowed on the grounds.

## ***CAMPING***

Overnight camping is permitted only in designated sites pursuant to the terms of a separate Reservation Permit. For more information on camping needs and opportunities, please contact your Event Coordinator.



## ***CANCELLATIONS***

Cancellation of any event must be done in writing, preferably in email form, to the Fairgrounds office. Any Applicant who cancels 90-days or more prior to their event will receive a full refund of any rental fee(s) paid. Any Applicant who cancels their event 89 or fewer days from the scheduled event date shall receive NO refund.

If an Applicant is a Jefferson County youth organization, Applicant may cancel up to 15-days prior to the first day of the event without penalty. A fee of \$250 applies for any cancellations within 14-days of the event date.

If an Applicant is a Jefferson County Government Department or Division, a fee of \$250 applies for any cancellations within 72 hours of the event date.

Fairgrounds management reserves the right to postpone/cancel any Reservation Agreement due to fire, weather, mechanical breakdown, natural disaster, emergency purposes or if Fairgrounds management determines a facility (or any related portion of the Fairgrounds) is unsafe or otherwise unfit for the proposed use. If Fairgrounds management cancels a Reservation Agreement due to any of these circumstances, management will cooperate with Applicant(s) on possible rescheduled date(s) based on availability.

Should inclement weather force the cancellation of an Applicant's scheduled event, the event may be rescheduled, at the discretion of the Fairgrounds Manager, based on availability. The Fairgrounds Manager may also consider any applicable refund(s) and/or penalties to/for Applicant(s).

Jefferson County and Fairgrounds management are not liable for any damages, fees or other expenses incurred by the Applicant as a result of any cancellation(s).

The Fairgrounds Manager, under special circumstances, at his/her discretion, and on a case-by-case basis, may consider applicable refund(s) and/or penalties to/for Applicant(s).

## ***CHALK, TAPE, DECORATIONS***

Applicant will not damage, mar or deface or permit anyone to damage, mar or deface Fairgrounds' property. If any portion of the premises are damaged, the Applicant will be responsible for the Fairground's labor and/or materials to restore property to its condition before the event. In addition, any equipment, or materials lost during the contracted time will be billed to Applicant.

The use of shoe polish, chalk and adhesive material (tape, tack, labels, etc.) on the building floors and walls is strictly prohibited. The Applicant will be invoiced for any cost associated with the removal of tape, tape residue, labels and chalk from building floors or walls and for the cost of repairing/restoring paint to the wall or floor if it has been damaged by the removal of the tape.

Stickers and adhesive-backed decals are not to be given out in or around the facility. Any cost associated with removing decals and stickers will be charged to the Applicant.

Nails, staples and screws are not to be driven into any building floor, wall, ceiling or equipment.

Please make sure that your vendors/exhibitors are aware of these regulations.

## **CLEANING**

It is the Applicant(s) and/or Event Manager(s) responsibility to clean all reserved space(s) prior to check out. This includes, but is not limited to, placing all event-generated trash in the outdoor dumpsters and sweeping/mopping floors prior to check out. Cardboard boxes must be broken down. If the event-generated trash exceeds dumpster capacity, Applicant may incur charges for extra trash service/pick-up. Applicant is also responsible for all cleanup and proper disposal (in provided bins) of manure.

Applicant(s) and/or Event Manager(s) are responsible for any damages that occur during the duration of the event – including decorating and cleanup.

The cleaning/washing of horse trailers, campers, RVs and/or other vehicles on Fairgrounds property is strictly prohibited.

## **COLORADO GOVERNMENTAL IMMUNITY ACT AND OWNERS OF RECREATIONAL AREAS LIABILITY ACT**

By entering into a Reservation Agreement or Reservation Permit, Jefferson County is not waiving or limiting the protections and limitation on liability provided by law including, without limitation, the Colorado Governmental Immunity Act, Section 24-10-101, *et seq.* and the Owners of Recreational Areas Liability Act, Section 33-41-101, *et seq.*, Colorado Revised Statutes.

**WARNING: UNDER COLORADO LAW, AN EQUINE OR LLAMA PROFESSIONAL IS NOT LIABLE FOR ANY INJURY TO OR THE DEATH OF A PARTICIPANT IN EQUINE OR LLAMA ACTIVITIES RESULTING FROM THE INHERENT RISKS OF EQUINE OR LLAMA ACTIVITIES, PURSUANT TO SECTION 13-21-119, COLORADO REVISED STATUTES.**

**WARNING: UNDER COLORADO LAW, THERE IS NO LIABILITY FOR THE DEATH OF OR INJURY TO A PARTICIPANT IN AN AGRICULTURAL RECREATION OR AGRITOURISM ACTIVITY RESULTING FROM THE INHERENT RISKS OF THE AGRICULTURAL RECREATION OR AGRITOURISM ACTIVITY, PURSUANT TO SECTION 13-21-121, COLORADO REVISED STATUTES.**

## **EVENT MANAGER**

At least one Event Manager must be designated and present at all hours for each event. It is permissible for Applicant to also serve as Event Manager. At least one Event Manager must be present throughout the entire event process (including (at least one) pre-event meeting/walk-through, event check-in and check-out) to ensure the event remains on schedule and in compliance with these Regulations.

Applicants are required to have an assigned Event Manager from their group at the facility until the last person leaves the facility. The Applicant/Event Manager's failure to complete the "sign out" procedure (with Fairgrounds staff at the conclusion of the event) will result in the automatic forfeiture of 50 percent of the Damage Deposit plus any outstanding charges.

Should emergency personnel (Fire Dept., EMT, Sheriff's Dept., etc.) be called/respond to any incident related to an event, Applicant and/or Event Manager shall contact Fairgrounds staff immediately.

## ***FIRE PREVENTION***

Applicant(s), Event Manager(s) and vendors are expected to take any/all necessary precautions with fire prevention. Following are facility requirements pertaining to all participants and events. These requirements do not cover the complete rules and standards of the local district's fire code. They do, however, provide Applicant(s) and Event Manager(s) with basic rules governing all spaces open to the public.

Applicants shall neither attempt nor permit expansion of an exhibit(s) and associated materials to obstruct, obscure, block, or complicate access to any exit location.

Nothing shall be so installed or operated as to interfere in any way with access to any required exit or with visibility of any required exit or any required exit sign; nor shall any display block access to firefighting equipment or electrical panels. Access to exits also requires the ability of the occupants to move safely away from the building to an area of refuge a reasonable distance from the building. All exit doors are emergency doors, and, in most cases, a six-foot pathway must be maintained for each.

Other safety related requirements include the following:

- Fabrics and films used for decorative purposes, draperies, curtains and/or other similar loosely hanging furnishings and decorations shall be flame resistant as demonstrated by passing both the small and large-scale tests of NFPA 701, STANDARD METHODS OF FIRE TESTS FOR FLAME RESISTANT TEXTILES AND FILMS.
- Any material attached to drapes or table skirts must be noncombustible or possess a minimum flame spread rating.
- No person shall attach any equipment, advertisement or decoration to fire sprinkler piping or sprinkler heads. This includes string, cords, wire, ribbon or any type of tape.
- All compressed gas cylinders, including, but not limited to propane, CO<sub>2</sub>, helium, etc., shall be properly secured into a rack, as required for storage or use.
- Automotive vehicles and equipment may be displayed inside a building, if:
  - All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors.
  - There is no more than two (2) gallons of fuel in tank or the minimum required for positioning the vehicle.
  - Battery cables shall be disconnected and taped.
  - Fueling and de-fueling of vehicles shall be prohibited.
  - Vehicles shall not be moved during event hours.
  - Received a permission letter from the Fairgrounds Manager prior to the event load-in.
- Electrical equipment must be installed, operated and maintained in a manner which does not create a hazard to life or property.
- Leave all required clearances for ADA access. Maintain all fire exits and fire lanes.

**NOTE: ANY ISSUE OR CONDITION WHICH IS DEEMED "HAZARDOUS" BY FAIRGROUNDS MANAGEMENT WILL RESULT IN IMMEDIATE CORRECTIVE/COMPLIANCE ACTION. FAILURE TO DO SO WILL RESULT IN REMOVAL FROM THE FAIRGROUNDS.**

## **FOOD/BEVERAGE**

Before an event, Applicant and/or Event Manager is/are required to notify the Fairgrounds of any plans for food and beverage consumption and/or sales.

When an event involves a temporary food service operation, food demonstration or health demonstration, Applicant is responsible for informing such exhibitors or food service operators of the following:

### **Free Distribution/Consumption of Food - Within Private Party/Group**

- If food is being distributed and/or consumed, but not sold at a private event (not open to the public), the Applicant is not required to obtain a [Temporary Retail Food Service Establishment License](#). Applicant is, however, required to follow the [Colorado Requirements for Temporary Food Establishments](#).
- If food is being distributed and/or consumed, but not sold at a private event (not open to the public), the Applicant is not required to use catering/concession vendors from the Fairgrounds' Approved Vendor List. Applicant is still required to use other event related services on our Approved Vendor List and Coca-Cola as the exclusive beverage provider.

### **Free Distribution/Consumption of Food - To the Public (Including Sampling)**

- If food is being distributed and/or consumed, but not sold, to the public, the Applicant is not required to obtain a [Temporary Colorado Retail Food License](#). Applicant is, however, required to follow the [Colorado Requirements for Temporary Food Establishments](#).
- All public events require the Applicant to use catering/concession vendors from the Fairgrounds' Approved Vendor List. Any vendor used by an Applicant that is not part of the Fairgrounds Approved Vendor List must pay the applicable fee(s) (\$200 per vendor type, per event), and provide the appropriate insurance documents (if required), to the Fairgrounds office prior to the event load-in. This requirement also applies to any vendor(s) who use the parking lot only (i.e., mobile food services).

### **Distribution/Consumption/Sale of Food - Using A Fairgrounds Approved Vendor**

- The Applicant will ensure that the caterer/vendor has obtained a [Temporary Retail Food Service Establishment License](#) from the Jefferson County Public Health Department. This requirement also applies to any vendor(s) who use the parking lot only (i.e., mobile food services).

### **Distribution/Consumption/Sale of Food - Without Using a Fairgrounds Approved Vendor**

- The Applicant's caterer/vendor must obtain, from the Jefferson County Public Health Department, a [Temporary Retail Food Service Establishment License](#). The Applicant shall provide a copy of the License to the Fairgrounds office prior to the event. In addition, any vendor that is not part of the Fairgrounds Approved Vendor List must pay the applicable fee(s) (\$200 per vendor type, per event), and provide the appropriate insurance (if required), to the Fairgrounds office prior to the event. This requirement also applies to any vendor(s) who use the parking lot only (i.e., mobile food services).

All applicants are required to provide, to the Fairgrounds' office, a full list of all expected vendors from the Fairgrounds' Approved Vendor List and other event-related services and vendors not on the list no later than 21-days prior to the scheduled event load-in. For a list of approved vendors, please refer to the Fairgrounds list of [Approved Vendors](#).

If the event and caterer/vendor desires to use Fairgrounds' refrigeration, kitchen and/or concession space, Applicant must reserve those facilities for access. Depending on facility, kitchens and concession facilities may be available for use. Applicant must provide all food, beverages, utensils and dishes. An Applicant is responsible for all cleaning and trash removal (as outlined earlier in this document).

## **Exclusive Beverage Provider**

- Coca-Cola is the exclusive beverage provider for the Fairgrounds. Only Coca-Cola products can be served/sold/displayed on Fairgrounds property. Event-related needs and supplies in this category must be purchased through the Fairgrounds office/account no later than 21-days prior to the scheduled event date.
- Failure to order beverages 21-days prior to the scheduled event may result in not having beverages at your event, as products may not be available.
- The Fairgrounds does not store excess product onsite. Please plan the beverage order accordingly for the event needs as the Fairgrounds cannot guarantee additional beverages will be available.
- A Coca-Cola Beverage Order Form with pricing is available from the Fairgrounds office. Beverage pricing is subject to yearly price increases. Please check with the Event's Fairgrounds Event Coordinator on current beverage pricing 60-days prior to the event load-in date.
- RETURNS: Only 10% of the Event's overall beverage order can be returned. The Fairgrounds is unable to accept, and refund partially used, damaged and/or opened cases of beverages. Special product orders, expired product and product 31-days or less from an expiration date will also not be accepted. Refunds for returned product will be credited within 14 business days.
- Fairgrounds team will be available on-site to assist you with beverage deliveries to your event/facility. Beverages may not be chilled when delivered to the event. Please give adequate time to Fairgrounds staff for deliveries and please inform the Fairgrounds team of any special delivery and set-up needs prior to the event load-in and the event date(s).

## **HAZARDOUS WASTE**

The Applicant(s) and any Event Manager(s) agree to NOT possess, collect, distribute, dispose, release, or otherwise discharge, any toxic or hazardous waste as defined by Jefferson County, State of Colorado and Federal Law. Any violation/infracton of this provision will result in financial liability including, but not limited to, substantial fines (at least \$500) per occurrence, immediate termination of the Reservation Agreement and removal from the Fairgrounds.

## **INSURANCE REQUIREMENTS**

Applicants must provide all applicable insurance coverages (general liability, event insurance, worker's compensation, auto liability coverage, etc.) that meets or exceeds the requirements set forth in the [Fairgrounds Insurance Requirements](#).

In all cases Jefferson County Colorado must be listed as an additional insured on an Applicant's insurance coverage as follows:

Jefferson County Colorado  
C/O Jefferson County Fairgrounds  
15200 W. 6<sup>th</sup> Avenue  
Golden, CO 80401

Events wishing to sell or serve alcohol must meet the requirements set forth under the Alcohol section of this document (page 5) and provide insurance coverage that meets or exceeds the requirements set forth in the [Fairgrounds Insurance Requirements](#).

Applicant(s)/Event Manager(s) with employees present (and working) on Fairgrounds property must obtain workers' compensation and employers' liability insurance that shall cover the obligations of the Applicant(s) and/or Event Manager(s) in accordance with the provisions of the Workers' Compensation Act, as amended, of the State of Colorado.

Required insurance documents must be received by the Fairgrounds' office with Applicant's signed Reservation Agreement and proper payments in order to confirm and hold any event facility/date.

## ***LICENSES AND PERMITS***

The Applicant is responsible for obtaining permits or licenses required by law for Applicant's use of the Fairgrounds.

Applicant warrants that no music or artistic work or other property protected by copyright will be performed, produced, exhibited or used, nor will the name of any entity protected by trademark be reproduced, exhibited or used during Applicant's use of the Fairgrounds, unless Applicant has obtained expressed written permission and license from the copyright or trademark holder.

Applicant covenants to comply strictly with all laws respecting copyright and trademarks and warrants that it will not infringe any related statutory, common law or other rights of any person during its use of the Fairgrounds. Applicant is responsible for remitting payment to appropriate agencies for use of copyrighted materials.

Applicant(s) is/are responsible for their event(s) compliance with all performing rights organizations' payments, licenses, rules and/or mandates. Applicant(s) release, hold harmless, and indemnify the County from and against any liability resulting from Applicant(s)' noncompliance with such payments, licenses, rules and/or mandates.

## ***LIABILITY WAIVERS***

Depending on the risk level of an event, all event producers, participants and spectators may be required to sign a Release and Waiver of Liability form required by the Fairgrounds. These waivers may be required in addition to other Insurance Requirements. It is the responsibility of the Applicant to have all Release and Waiver of Liability forms signed by all necessary event producers, participants and spectators and returned to the Fairgrounds' team at the time of event check-out.

If Applicant would like to use additional forms for waivers and/or liability release, they must be provided to the Fairgrounds' office 60-days prior to the event date for approval. Applicants cannot use waivers and/or liability release forms that have not been approved by the Fairgrounds' Manager.

## ***LOST OR STOLEN ARTICLES***

The Jeffco Fairgrounds' Lost and Found is located in the main Fairgrounds office. While individual events may also feature event-specific Lost and Found areas, the Fairgrounds is not responsible for any Applicant(s), Event Manager(s), participant(s), attendee(s) and/or other(s) lost or stolen property, inventory or other articles.

## ***MARKETING, ADVERTISING, PUBLICITY AND OTHER COMMUNICATIONS***

Applicant may not advertise, market, publicize or promote any event/event date(s) until a Reservation Agreement has been fully executed. This includes:

1. Applicant has signed the Reservation Agreement
2. Signed Reservation Agreement has been received by the Fairgrounds office along with proper payment(s) and required insurance documents
3. The Fairgrounds Manager has signed the Reservation Agreement
4. Other required documents and paperwork (if applicable) received by the Fairgrounds office

Should Applicant fail to return the required documents or payment(s) by designated dates, as stated herein, the Fairgrounds has the right to cancel the Reservation Agreement and event without further notice.

The Fairgrounds shall not be responsible for Event promotion. The Fairgrounds offers complimentary and paid marketing opportunities for upcoming events that can help maximize exposure and attendance. Event marketing opportunities are only available for events occurring at the Jefferson County Fairgrounds. Event promoters and producers must provide requested content/messaging to Jefferson County Fairgrounds via the [Event Marketing Request](#) form no more than 14-days prior to their contracted event date(s) for review and consideration. Any requests received after that deadline are not guaranteed for consideration.

In some cases, Fairgrounds' management may assist Applicant(s)/Event Manager(s) in the placement, promotion and execution of marketing and advertising campaigns. This additional service is subject to a fee, based on event needs.

Despite being the location of an Applicant's event, unless previously approved, the Fairgrounds' physical address, telephone number, website, social media platform(s) and/or other communications platform(s) shall not be listed as the main point of contact for any event. Fairgrounds' telephones, computers, copy machines and/or other office equipment are not available for Applicant, Event Manager, vendor, public or other event-specific use.

The Fairgrounds reserves the right to promote Applicants' public event(s) via facility signage, marquees, social networks, digital media and other methods. Such promotion is subject to availability and determined on a case-by-case basis.

Any Event or Fan pages must be created and maintained by the Applicant(s), Event Manager(s) or their designee(s).

All references to the Jefferson County Fairgrounds in publicity and/or promotional materials for the event or promotion may use the following options only:

**Venue Name:** "Jefferson County Fairgrounds" or "Jeffco Fairgrounds"

**Indoor Event Spaces:** Barn 1  
Barn 2  
Event Center  
Exhibit Halls (1, 2 and 3)  
Green Mountain Conference Rooms (A, B, C and D)  
Livestock Arena

**Outdoor Event Spaces:** Pole Barn  
Picnic Pavilion  
Rodeo Arena  
Silver Spur Arena  
Table View Arena

**Venue Address:** 15200 West 6<sup>th</sup> Avenue, Golden CO 80401

**Venue Website:** [www.jeffco.us/Fairgrounds](http://www.jeffco.us/Fairgrounds)

**Graphic Elements:** Requests for graphic elements, guidelines and restrictions for promotional use can be made to the Fairgrounds' office at [fairgrounds@jeffco.us](mailto:fairgrounds@jeffco.us). Use of any Jefferson County Fairgrounds logo, mark, tagline or other graphic element must be approved by the Fairgrounds Manager prior to use.

## ***MARQUEES AND SIGNAGE***

The Fairgrounds offers complimentary and paid marketing opportunities for upcoming events that can help maximum exposure and attendance. Event marketing opportunities are only available for events occurring at the Jefferson County Fairgrounds. Event promoters and producers must provide requested content/messaging to Jefferson County Fairgrounds via the [Event Marketing Request](#) form no more than 14-days prior to their contracted event date(s) for review and consideration. Any requests received after that deadline are not guaranteed for consideration.

One, electronic, marquee is available at the main entrance of the Fairgrounds to advertise. This digital marquee is capable of simple text displays only. Event promoters and producers of public events, under normal circumstances, receive up to two complimentary frames on this marquee within seven days leading up to their event date(s). All programming is subject to availability. Any/all content submitted by Applicant(s) may be modified/restricted to meet acceptable standards. Political messages are not permitted.

Private events (not open to the public) will not be displayed on this marquee.

Multiple events/activities/promotions may appear simultaneously on digital marquee(s), indoor advertising locations and/or other marketing platforms.

Occasionally due to maintenance or repairs the electronic marquee may not be operating.

Posters, signs, banners, flyers, etc. are the responsibility of Applicant(s) and/or Event Manager(s) and may NOT be attached to any structure on Fairgrounds' property. Lawn signs, weighted balloon markers and/or other temporary signage requires prior approval from the Fairgrounds' Manager. Placement of approved directional or informational sign/banners at the Fairgrounds may be set up the day of the event to direct the public to the event. No event-related signage may obstruct Fairgrounds signage, sponsors or other advertising. Applicant/Event Manager is responsible for removal of any/all temporary signage prior to "sign out" for the event. Any signage, posters, banners, signs and/or other promotional items NOT removed prior to "sign out" are subject to a \$25 charge per item. Fairgrounds' management reserves the right to dispose of these items at its discretion and without liability to an Applicant.

### ***NON-EXCLUSIVE AGREEMENT***

A Reservation Agreement is not an exclusive agreement; it is likely that other activities and events will be occurring simultaneously with your event and that similar events may be held at the Fairgrounds throughout the year. The Applicant, its guests, exhibitors, patrons or invitees also shall have the non-exclusive right to use the restrooms and other areas in and adjacent to the Facilities (including but not limited to lobbies, parking lots and the outside areas adjacent to and surrounding the Facilities) that are available for public or common use for ingress and egress.

### ***PARKING***

Collectively, our parking lots can hold approximately 1,000 vehicles. Parking at the Fairgrounds is permitted for approved Fairgrounds' activities, events and business only. Fairgrounds facilities have allocated parking areas for events and all parking must be in designated parking areas only.

If the Applicant's event-related parking needs could exceed allocated space, special arrangements may be required. These requirements may include parking attendants, signage and/or other safety needs subject to additional fees/cost. Event uses (other than for vehicle parking) of allocated parking areas require prior approval from the Fairgrounds Manager. Parking lots are subject to availability.

For larger events, at the discretion of (and to be approved by) the Fairgrounds Manager, a written traffic-control and parking plan may be required of the Applicant and/or Event Manager. This plan may require additional resources, including, but not limited to signage, law enforcement, barricades, traffic cones and/or other safety needs. Applicants should refer to Colorado State Patrol's "[Special Events on Colorado Roadways](#)" document as a guideline for their event and its potential impact. For any event that could result in traffic back up on Highway 6 at the exit ramp for Indiana Street, the Applicant must obtain a [special event permit from the Colorado State Patrol](#). Guidelines on this application process can be found in this separate "[Application Guidelines](#)" document. An applicant is responsible for contacting the Colorado State Patrol to determine if a permit is required. In his/her discretion, the Fairgrounds Manager can require an Applicant to contact the Colorado State Patrol and provide acceptable confirmation to the Manager on whether a permit will be required for an event.

The Applicant is not permitted to charge a fee for parking, nor can the Applicant sell outdoor space to vendors, dealers or exhibitors unless parking lots have been rented and stipulated in the Reservation Agreement.

Fire lanes must be kept open for police, fire, ambulance and other emergency units as well for Fairgrounds' staff.

Parking lots and internal roadways for all events will be under the exclusive and absolute control of the Fairgrounds. All parking regulations are strictly enforced.

Abandoned vehicles and vehicles parked in unauthorized areas of the Fairgrounds are subject to towing at the owner's expense. For example, vehicles parked in a manner that interferes with public access to Fairgrounds buildings and facilities, or parked in a space designated for another individual or group, are subject to immediate towing.

It is the Applicant(s)/Event Manager(s) responsibility to understand and enforce the provisions of this Regulation and all other city, county, state and federal regulations. Any non-compliance will be subject to tickets and/or towing at the owner's expense.



## **PAYMENTS**

### **Retainer Fee and Damage Deposit**

All facility reservations require a Retainer Fee and a (refundable) Damage Deposit. Both must be received with the Applicant's signed Reservation Agreement and required insurance documents to hold, confirm or secure any event facility/date.

The Retainer Fee is (at least) 50% of the total facility rental fee and does include the Damage Deposit.

Damage Deposits range in amount and correlate with the nature of each event. Starting at no less than \$100, a Damage Deposit could reach \$10,000+ depending on circumstances. This deposit is required prior to execution of any Reservation Agreement and may be refundable (provided all Fairgrounds Facility Reservation and Use Regulations are met). Applicant may also be responsible for costs (exceeding the Damage Deposit) for cleanup and/or damages that result from their event. The Applicant/Event Manager(s)' failure to complete the "sign out" procedure (with Fairgrounds' staff at the conclusion of the event) will result in the automatic forfeiture of (at least) 50 percent of the Damage Deposit plus any outstanding charges.

Applicants booking multiple and/or recurring events, may choose to have their Damage Deposit placed in a noninterest-bearing escrow account. Deposits placed in this account may be refunded, upon written request, if no outstanding charges apply. Any Damage Deposit that remains unclaimed after one year following its deposit with the Fairgrounds shall be forfeited and become the sole and exclusive property of Jefferson County.

### **Payment Schedule**

<b>1. Deposit (retainer fee and refundable damage deposit)</b>	Due as outlined on Reservation Agreement with the Applicant's signed Reservation Agreement and required insurance documents
<b>2. Remaining payment balance</b>	60-days prior to an event
<b>3. Final payment for additional services</b>	15-days upon receipt of invoice

Any outstanding balance of Applicant's Facility Rental fee is due no later than 60-days prior to an event. If an event is booked within the 60-day window, full payment is due at the time the Reservation Agreement is signed by Applicant.

The Fairgrounds offers many other services to assist the Applicant. Rates and charges are listed in the [Facility, Equipment & Service Rates](#). These rates as well as any rates referenced in the Regulations and any attachments are considered incorporated within the Reservation Agreement.

### **Late Fee**

A late fee of (at least) \$10-per day will be imposed for any payment (Retainer Fee and/or Damage Deposit) not received by the due date shown on the Reservation Agreement.

### **Cancellation for Late Payment**

Any Applicant's outstanding balance (including any late fee(s)) not received at least 60-days prior to the event will result in cancellation of Applicant's event.

## **Cancellation and Refunds**

Cancellation of any event must be done in writing, preferably in email form, to the Fairgrounds office. Any Applicant who cancels 90-days or more prior to their event will receive a full refund of any rental fee(s) paid. Any Applicant who cancels their event 89 or fewer days from the scheduled event date shall receive NO refund.

If an Applicant is a Jefferson County youth organization, Applicant may cancel up to 15-days prior to the first day of the event without penalty. A fee of \$250 applies for any cancellations within 14-days of the event date.

If an Applicant is a Jefferson County Government Department or Division, a fee of \$250 applies for any cancellations within 72 hours of the event date.

## **Payment Methods**

The Fairgrounds accepts the following for payment;

- Cash
- Check: Make check payable to JEFFERSON COUNTY TREASURER
- Credit card

## **Returned Checks**

Return checks for any reason will render the Agreement void for non-payment unless reimbursement and payment of returned check fee are promptly submitted. Returned checks are subject to a \$25.00 returned check fee.

Any additional fees/expenses incurred (during an event) such as horse stalls, camp sites, additional facility fees, extra labor, equipment rental, etc. will be invoiced and, are due in full, upon receipt of said invoice. Any outstanding balances that remain 30-days following issuance of said invoice will result in the full amount being deducted from Applicant's damage deposit.

## ***PHOTOS AND VIDEOS***

The Jefferson County Fairgrounds reserves the right to take, possess, modify and distribute photos and/or video of/from any event, and event participants, held at the Fairgrounds for the purpose of informational/promotional use and/or for documentation as necessary. Applicant(s), Event Manager(s), participant(s), vendor(s) and/or attendee(s) waive any copyrights associated with such media.

## ***PLANNING MEETINGS***

At least one planning meeting is required for all events and will be held no less than 30-days prior to the event. The Event Manager(s), if different from the Applicant(s), must attend. In addition to event layout(s), timeline, equipment/staffing and/or other needs and requests should be part of planning meetings.

## **RESERVATION AGREEMENT PERIOD AND INCLUDED SERVICES**

Unless noted in the Reservation Agreement, building and facility access will begin at 7:00 a.m. and all persons associated with the event vacated by 10:00 p.m. Applicants whose guests, vendors, participants, caterers or any individual associated with the event remain past 10:00 p.m. may be subject to loss of the Damage Deposit and other labor fees. Applicants are required to have a representative from their group at the facility until the last person leaves the facility.

The Reservation Agreement includes general floor space, normal utilities, restrooms, one on-call guest service team member and limited number of tables/chairs as determined on the floor plan. Basic Reservation Agreements do not include storage area facilities, audio/visual equipment, event materials, loading and unloading of Applicant's equipment or materials, optional equipment, linens, dishes, silverware, extra-ordinary utilities or staffing services (production staff, parking attendants, security services, etc.).

Please work with your assigned Event Coordinator on any additional event needs and potential building and facility access required outside of the above.

## **RULES AND CODE OF CONDUCT**

The following are prohibited at the Jeffco Fairgrounds:

- Illegal drugs (including marijuana) and/or related paraphernalia.
- Outside alcoholic beverages.
- Blocking any building, booth, exhibit, concession stand, performance, ticket window, gate, stage doorway, walkway, fire exit or stairway so as to impede access.
- Any activity constituting a hazard to the safety of self or others.
- Overnight tie-outs.
- Unauthorized parking. Parking at the Fairgrounds is permitted for approved Fairgrounds' activities, events and business only. All parking regulations strictly enforced. Overnight parking of unauthorized vehicles and/or vehicles not parked in properly marked stalls will be towed at the vehicle owner's expense. Abandoned vehicles and vehicles parked in unauthorized areas of the Fairgrounds are subject to towing at the owner's expense.
- Pets or other animals, except approved service animals, are not allowed in meeting rooms, exhibit halls, office spaces, restroom/shower facilities or near the playground structure.
- The cleaning/washing of horse trailers, campers, RVs and/or other vehicles on Fairgrounds property.
- Brandishing and/or discharging of any firearm or other weapon. Note: this provision does not prohibit the open carrying of firearms under Section 29-11.7-104, Colorado Revised Statutes.
- Fireworks and explosives.
- Unreasonably loud noises.
- Remote-controlled vehicles/toys.
- Golfing.
- Devices such as drones, model aircrafts, missiles, skateboards, Segways, scooters, inline skates and/or shoes with built-in wheels without prior written permission.
- Stakes longer than eight (8) inches for tents, inflatable attractions, etc. into grass/natural surfaces.
- Stakes of any length (for tents, inflatable attractions, etc.) into asphalt/paved surfaces
- Unauthorized display or sale of goods or services.
- Unauthorized distribution of printed or recorded materials.
- Unauthorized events, solicitations, demonstrations, speeches, the use of any flag, banner or sign for commercial purposes or to incite a crowd.
- Unauthorized feeding of any animals, including birds.
- Unauthorized photography, videotaping or recording of any kind for commercial purpose.
- Engaging in any act (unsafe or other) that may impede the operation of any event, operation or facility.
- Violation of any posted notice or sign.
- Littering
- Additional rules and restrictions may apply for activities and events held at the Fairgrounds and can change at any time. Please check with each event for any additional restrictions.

## ***SECURITY***

Jefferson County is not responsible for Applicants, their producers, managers, vendors and participants lost or stolen property, inventory or other articles. The Fairgrounds staff do not operate as security nor does the Fairgrounds provide security services during the event or overnight.

It is the responsibility of the Applicant to hire any Security and/or Law Enforcement personnel for their event needs. All security agencies, regardless of status, and security plans and agreements must be approved by the Fairgrounds Manager prior to execution of final contracts.

Approved, uniformed security personnel are required anytime alcohol is present (served, sold or consumed) at an event. Jefferson County Sheriff's Department is one approved agency. For any other approved agencies, please refer to the Fairgrounds list of [Approved Vendors](#).

## ***SETUP MODIFICATIONS***

Event setup/layouts are due to our office 21-days prior to event load-in.

The Fairgrounds uses a program called Social Tables to create the floor plan for your event. After your Reservation Agreement is fully executed, you will receive a separate e-mail from Social Tables that will allow you to begin developing your layout. Layouts must be submitted 21-days prior to the scheduled event date in order for our team to review and make any necessary modifications. To opt out of creating your own floor plan using Social Tables, please make your Event Coordinator aware before the 21-day deadline and our team will be happy to create it for you.

Any modifications requested to an event setup/layout, made by Applicant/Event Manager, within three (3) calendar days of the event load-in will incur a charge of \$100 plus a \$100-per-hour fee necessary to accommodate the requested modification(s).

Any request, made by Applicant/Event Manager, to add rental facilities within seven (7) days of the event requires approval from the Fairgrounds Manager. All fees must be paid-in-full prior to the event.

## ***SHARED FACILITIES AND SERVICES***

The Fairgrounds is used for many activities, events, operations and engagements; it is likely that other events will be occurring simultaneously with your event. As a condition of the use of Fairgrounds facilities, the Applicant agrees to comply with established schedules and to cooperate in shared arrangements.

## ***SMOKING***

Per the Board of County Commissioners' [Resolution No. CC-90-937](#), smoking is prohibited in all county buildings. Smoking of any drugs, including marijuana, is not permitted on the premise. It is the Applicant(s) and/or Event Manager(s) responsibility to understand and enforce the provisions of this regulation. Failure to comply could result in fines and/or other (more) serious and immediate action(s) taken against the Applicant(s), Event Manager(s), vendor(s), participant(s) and/or event attendee(s).

## ***STORAGE OF ITEMS AND RECEIVING***

The Fairgrounds does not provide storage for Applicants and their events. The Fairgrounds 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 Applicant. The Applicant assumes all responsibility for any goods or materials, which may be brought on site before, during or after an event.

The Fairgrounds' office/management will not accept mail and/or deliveries for Applicants, Event Managers and/or their events.

## **TAXES**

The Applicant is responsible for the payment of all taxes, fees and charges required by any legal authority associated with its event and use of the premises.

The sales tax rate for events held at the Fairgrounds is 4.5%, which breaks down to 2.9% (State of Colorado), .5% (Jefferson County), 1% (RTD) and .1% (SCFD).

Contact the Colorado Department of Revenue at 303.238.7378 for more information about sales taxes.

## **TENTS**

The Applicant(s) and/or Event Manager(s) shall contact the Fairgrounds office prior to contracting with any tent, inflatable and/or other event services vendor. For any tent anchoring system:

- Concrete, water or other types of (above-ground) weights are preferred.
- Stakes longer than eight (8) inches are, without exception, prohibited.
- Absolutely no stakes (of any length) are allowed into asphalt/paved surfaces.

Access to certain areas on the Fairgrounds campus is limited to light vehicles (golf cart, ATV, etc.) and foot traffic only. Fairgrounds management shall have final approval on any/all placement, layout and anchoring procedures.

## **TIE OUTS AND TEMPORARY LIVESTOCK STALLS**

Tie outs, or the setup of temporary stalls for the intended purpose of holding animals overnight, is prohibited on Fairgrounds property unless approved by the Fairgrounds' Manager prior to your event.

## **UNMANNED AIRCRAFT SYSTEMS (UAS)**

The flying of UAS (Unmanned Aircraft Systems), also referred to as drones, is regulated by the Federal Aviation Administration (FAA) throughout the United States. Therefore, the flight of UAS must be in compliance with current FAA regulations.

The use of model aircraft UAS for recreational purposes is not permitted on or above the Fairgrounds property. In limited circumstances the Events & Venues Director, in his discretion, may provide advance written approval of the use of model aircraft on and/or above the Fairgrounds property. The following terms also apply to the use of model aircraft on and/or above the Fairgrounds property:

- The Applicant may be required to provide insurance coverage that meets or exceeds the requirements set forth in the [Fairgrounds Insurance Requirements](#) for UAS.
- All UAS must be under 55 lbs. and operated in accordance with community-based guidelines and within the programming of a nationwide community-based organization.
- Anyone operating a UAS must maintain line of sight at all times during operation.
- UAS cannot fly over playing surfaces, seating and spectator areas where and when people are present, as well as event parking areas where and when people and vehicles are present.
- UAS operators are responsible for ensuring they are trained in the use of their UAS. UAS operators must be aware of the risks including, but not limited to, personal injury and property damage caused by the UAS as a result of weather, operator error or judgment and failure of device systems and equipment.
- Flights may not take place when precipitation is falling or when sustained winds exceed 15 mph or gusts exceed 20 mph.
- The Fairgrounds shall refuse admission to any individual or group attempting or intending to use a UAS without prior written authorization.

The use of UAS for commercial or public purposes on or above the Fairgrounds property requires advance written approval from the Events & Venues Director. The following terms also apply to the use of commercial or public UAS on and/or above the Fairgrounds property:

- The Applicant must provide insurance coverage that meets or exceeds the requirements set forth in the [Fairgrounds Insurance Requirements](#) for UAS.
- The Applicant must provide proof of a current [Remote Pilot Certificate from the FAA](#).
- All UAS must be [registered with the FAA](#) and be under 55 lbs. Anyone operating a UAS must maintain line of sight at all times during operation
- UAS cannot fly over playing surfaces, seating and spectator areas where and when people are present, as well as event parking areas where and when people and vehicles are present.
- UAS operators are responsible for ensuring they are trained in the use of the drone that they operate. UAS operators must be aware of the risks that include, but not limited to, personal injury and property damage caused by the UAS as a result of weather, operator error or judgment and failure of device systems and equipment.
- Flights may not take place when precipitation is falling or when sustained winds exceed 15 mph or gusts exceed 20 mph.
- The Fairgrounds shall refuse admission to any individual or group attempting or intending to use a UAS without prior written authorization.

### ***WI-FI AND INTERNET***

The Fairgrounds offers complimentary Wi-Fi across the property. Please note that it is a free, open access system so there are no guarantees to anyone that it will always be working or that they will be able to access it with their device. The Fairgrounds provides no technical support or troubleshooting support for free Wi-Fi access.

If Internet access is an important service required for your event and if you require enhanced Internet capabilities for payment processing, exhibit and/or presentation needs, Applicants should contact the Fairgrounds 30-days prior to their Event to discuss additional options. Additional charges may apply for these enhanced services.

## TIPS FOR EVENT EQUIPMENT RENTALS

### Restrooms, Portable Toilets and Hand Washing Stations

- Portable toilets and hand washing stations can be ordered from your Fairgrounds' Event Coordinator 30-days prior to your event load-in.
- Determine how many hours your event will last. If multiple days, use the longest day.
- Determine your guest count. If multiple days, use the day with the largest attendance.
- Use the chart below to determine the number of restrooms needed for your upcoming event.
- If alcohol is being served, add 15-20% more restrooms.
- Add one Handicap Accessible Restroom per 20 portable restrooms, or a minimum of one for events open to the public.
- Adequate hand washing should also be provided with restrooms in all food service areas.
- A minimum of (1) hand wash station should be added per (4) restrooms.
- Factor in any onsite restrooms and sinks your event attendees may have access to.

Number of Attendees & Staff	Length of Event Hours									
	1	2	3	4	5	6	7	8	9	10
<b>50</b>	1	1	1	1	2	2	2	2	2	2
<b>100</b>	2	2	2	2	3	3	3	3	3	4
<b>250</b>	2	2	3	3	3	4	4	6	6	8
<b>500</b>	3	4	5	5	5	6	6	7	7	8
<b>1000</b>	5	7	8	8	9	9	10	10	12	12
<b>2000</b>	8	13	15	17	18	19	19	19	20	20
<b>3000</b>	12	19	23	25	28	28	28	30	30	30
<b>4000</b>	16	24	30	34	36	38	38	38	38	38
<b>5000</b>	19	32	38	42	44	46	46	48	48	48
<b>6000</b>	23	38	46	50	54	57	57	60	60	60
<b>7000</b>	28	42	54	60	63	66	66	66	66	66
<b>8000</b>	32	48	60	66	72	72	75	78	78	78
<b>10000</b>	38	60	75	84	88	92	96	96	96	100

### Trash and Recycling

- Temporary cardboard trash cans, additional trash barrels and roll-off/dumpsters can be ordered from your Fairgrounds' Event Coordinator 30-days prior to your event load-in.
- Do you plan to implement a recycling plan for the event? If so, be sure to place a recycling can with each trash can and ensure that the recycling cans have different lids with clear guidelines as to what can be recycled and what cannot. Recycling stations with volunteers work best.
- A rule of thumb for waste generation at events is one liter per person per meal. However, there are variables, such as the type of catering facilities, whether or not there will be alcohol at the event, the crowd profile and the types of activities that are available. For example, at events such as food and wine festivals, the amount of waste generated per person is often higher.
- If you estimate that you will have 15,000 people at the event, which will run over two meal times from mid-morning to evening, the formula to calculate approximate waste generation would be as follows:
  - 15,000 people x 2 meal times = 30,000 liters of estimated waste
  - Divide 30,000 by 240 (a standard wheel trash bin is 240 liters) = 125
  - You will need 125 bins
  - There are 2 bins at each bin station (1 recycling, 1 waste) so you will need approximately 63 bin stations

- If you estimate that you will have 3,000 people at your event, which will run over one meal time, the formula to calculate the approximate waste generation would be as follows:
  - $3,000 \text{ people} \times 1 \text{ meal time} = 3,000 \text{ liters of estimated waste}$
  - $\text{Divide } 3,000 \text{ by } 240 \text{ (a standard wheel trash bin is } 240 \text{ liters)} = 12.5$
  - You will need 13 bins
  - There are 2 bins at each bin station (1 recycling, 1 waste) so you will need approximately 7 bin stations
- Think about the type of waste your event will generate. If you are serving box lunches, containers quickly fill up.