

## **Habersham County Fairgrounds Rules and Regulations**

The Parks and Recreation office shall provide information for the scheduling of events and activities at fairgrounds facilities. Please call the Parks and Recreation office regarding inquiries for reservations.

1. Should a scheduling conflict occur, the “first in” rule will apply or, when necessary, a vote will be taken by the Parks and Recreation board to resolve the conflict.
2. Procedures for the Use of Fairgrounds Facilities:
  - a. Lessee should contact the Parks and Recreation office to confirm availability of the dates and obtain the proper paperwork.
  - b. The Lessee will be a \$50.00 non-refundable application fee which will allow for the processing of organization’s application and serve as a holding deposit if approved.
  - c. After application, the terms of use, including fees, will be determined within 3 business days.
  - d. If agreed upon by the Lessee, the “Agreement for Use of Facilities” will be delivered, signed and returned at this time. Deposits are due 30 days prior to the event with rental fees due 14 days prior to the scheduled event.
  - e. Lessees who give at least two (2) weeks notice of cancellation will be eligible for a 100% refund of fees paid. Those providing (1) week notice will receive a 75% refund. Lessees giving less than five (5) working days notice will forfeit all fees paid. In all case, any deposits will be returned. If event has to be cancelled by Habersham County due to weather, maintenance problems, etc., Lessee will be eligible for a 100% refund of all fees paid or the option to reschedule to another open date at no charge. Requests for cancellation are to be received at the Parks and Recreation office.
3. Deposits are subject to being withheld if the facility is not returned to its original status. A pre- and post- inspection will be signed by Lessee and Lessor pertaining to status of the rental area(s). Lessee is responsible for clean-up, trash disposal, and any damages as well as removal of any and all equipment. Clean up includes interior, exterior, and bathrooms.
4. The buildings/facilities will be unlocked at 9am on the day of the event or as needed for set u. It is the responsibility of the Lessee to vacate the premises by 11pm on the day of the event. If additional time is needed the Parks and Recreation office must be notified 48 hours before the event. The Lessee will be charged per day according to the fee schedule for breakdown and set up days (see rental rates for pricing).
5. It is the responsibility of the Lessee to obtain the needed for service permit and pay the required fees to Habersham County Heath Department if food and/or beverages are being sold.

6. Lessee is responsible for furnishing his/her own insurance coverage for each event and assumes all liability for injury, damages, theft, etc., and the minimal policy amount is \$1,000,000 (one million dollars).
7. Security must be arranged and paid for prior to the event unless other arrangements have been made by the Parks and Recreation office. At the discretion of Habersham County, events will be made liable to have security at the said event. Habersham County Sheriff's Office will provide officers and the cost of law enforcement will be added to the rental fees (see rental rates for pricing).
8. If the expected attendance for the event exceeds 250 people, the Lessee is required to obtain and pay for portable toilets.
9. NO alcoholic beverages or spirits are permitted. NO controlled substances. NO firearms. NO loitering. NO speeding (speed limit throughout fairgrounds facility is 12mph).
10. NO loud music. First complaint will result in a warning. If there is a second complaint Lessee will be asked to vacate the premises and forfeit all fees paid. At the boundary of the property, noise level cannot exceed 70DBA before 10pm and a level of 50DBA after 10pm.
11. Children must be accompanied by an adult/guardian at all times; NO pets allowed.
12. Observe a NO Parking Zones. Lessee will be responsible for working with other groups in utilizing the Fairgrounds to ensure parking is allocated fairly and equally among the groups renting the facilities.
13. Only rubber-tired vehicles are allowed inside the pavilion.
14. Lessee is responsible for his/her permit from the Department of Agriculture and/or Health Department before hosting an event in the livestock pavilion or horse arena.
15. Lessee is responsible for furnishing shavings for each event as needed and cleaning up shavings after the event. If the county is required to clean up the shavings, a clean up fee of \$425.00 is charged to Lessee.
16. All animal washing must take place in the wash rack facilities in the old barn.
17. All manure, waste straw and hay must be put in the approved waste pile found next to the old barn.
18. The barn and area must be returned to the original set up configuration to meet post event inspection.
19. Use of nails or screws in the lumber of the Livestock Pavilion and Barn is prohibited.
20. Any/all use of the loud speakers and speaker system as well as heating systems in the livestock pavilion must be authorized by the Parks and Recreation office prior to the event.
21. Ground preparation in the horse arena can only be conducted by approved persons. The Lessee will be responsible for replacing/restoring the sand to the horse arena if the ground preparation is not conducted accordingly. Any other method/equipment results in the sand being turned under which renders it ineffective for the purpose intended.
22. No hitching or typing up horses on asphalt areas.

23. All livestock brought in early or held over shall be tied placed in holding pens outside the main area. No livestock beyond posted areas.
24. Park in designated areas only. The area between the entry gate, horse arena and livestock pavilion must be kept clear for emergency vehicles at all times.
25. The stage located inside the Tench Pavilion is not to be taken apart for any reason.

*Lessee must agree and abide by the above terms and regulations upon signing the contract provided. If Lessee does not abide by stated terms, the deposit will not be returned.*