

EL PASO COUNTY FAIR & EVENTS COMPLEX

EVENT GUIDE

CALHAN, COLORADO

FACILITIES**RATES**POLICIES**PROCEDURES



EQUESTRIAN EVENTS



WEDDINGS & PARTIES



MOTOR SPORTS



TRADE SHOWS & EXPOS

The mission of the El Paso County Fairgrounds is to provide citizens of El Paso County with a multi-use event facility which serves agricultural, business, educational, recreational, urban and youth interests of El Paso County and the Eastern Plains.

Welcome to the El Paso County Fair & Events Complex. We are glad that you have chosen our facility to host your event. It is our intention to make our visitors feel welcome and to provide the best service possible to you and those in attendance.

The Events Complex is part of the El Paso County Parks Department, and plays host to all types of commercial, business, youth, and private events throughout the year. It is the site of the annual El Paso County Fair held each July and to a variety of El Paso County 4-H activities.

So that we may answer questions regarding our facilities, services, and to be certain that all regulations, and intentions are in compliance with El Paso County and the El Paso County Fair & Events Complex, we have produced this Event Guide. It covers the operating policies and procedures of this facility. Please contact us if you have additional questions not covered in this guide.

We look forward to serving you. And once again, Welcome!

Contact and Operations Information

Staff

Janice Brewer –Customer Service
Tim Stickel – Maintenance Supervisor

Office Hours

Monday through Thursday 8:00 am – 4:30 pm
Closed weekends and holidays

We encourage visitors to call ahead for an appointment.

Location

366 10th Street - Calhan, Co. 80808

To Reach Us:

Main Office – (719) 520-7880
Fax Number – (719) 520-7883

E-mail Address – events@elpasoco.com

Website – www.elpasocountyfair.com

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AREAS OF THE FAIRGROUNDS & DESCRIPTIONS

The El Paso County Fair & Events Complex (hereafter referred to as EPCFG) has 7 areas for event purposes.

Fairgrounds Buildings

Facility	Section	Dimensions	Area	Capacity	Notes
Swink Hall	Main Room (banquets, theatre, meetings, trade shows, dances, etc.)	58' X 80'	4,640 sq ft	300 46-8'x10' booths	Includes 20 tables and 120 chairs. Kitchen & Restrooms
Exhibit Hall	Main Room (meetings, dances, training, etc.)	30' X 70'	2,100 sq ft	150 20-8'x10' booths	Includes 10 tables and 60 chairs. Restrooms
Whittemore Building	Main Room (banquets, trade shows, receptions, theater, dances, etc.)	100' X 120'	12,000 sq ft	800 120-8'x10' booths	Concrete floors, Foyer w/Restroom & Showers Includes 30 tables, And 200 chairs
Grandstand Building	Main Room (banquet, trade shows)	220' X 50'	8,900 sq ft	590 53-8'x10' booths	Concrete floors, restrooms, 2 concession booths Includes 15 picnic tables
Pavilion	company picnics, weddings	25' X 35'	840 sq ft	60	Includes electric, 2 picnic tables, grill (additional tables and chairs available)

Measurements and capacities are approximate. Capacities may be adjusted according to activities, NFP standards, and the Uniform Fire Code

Arenas and Barns

Facility	Dimensions	Area	Notes
Indoor Livestock Arena Building (LAB)	200' X 154'	30,800 sq ft	Main Structure contains restrooms, arena area and two attached livestock barns listed below.
LAB Arena	150' X 100'	15,000 sq ft	Rebound based arena, adjacent restrooms, announcers booth, sound system, bleachers and 25' X 75' concrete slab.
LAB West Barn	200' X 20'	4,000 sq ft	Concrete floor and seasonal wash rack.
LAB East Barn	200' X 20'	4,000 sq ft	Dirt floor and seasonal wash rack.
Outdoor Rodeo Arena	250' X 100'	25,000 sq ft	Rodeo Announcers booth w/sound system, 8 bucking chutes, roping chute, holding pens, Covered grandstand seating for 3,380, restrooms located in Grandstand building .
Quarter Mile Dirt Track			Announcers booth w/sound system, covered grandstand seating for 3,380, restrooms in grandstand building, large pit area.
Horse Barn	145' X 30'	4,350 sq ft	Total of 32 box stalls.
Cattle Barns	2-102' X 20' 66' X 20'	2,040 sq ft ea 1,320 sq ft	Covered & open pole structures, dirt floors and seasonal wash rack.
Poultry Barn	140' X 110'	15,400 sq ft	Set up for off-the-ground small animal display, dirt floor, limited wire cages.
Rabbit Barn	66' X 20'	1,320 sq ft	Set up for off-the-ground small animal display, dirt floor, limited wire cages.
Goat/Sheep Barns	60' X 20' 84' X 20'	1,200 sq ft 1,680 sq ft	Dirt floors, limited panels.
Goat/Sheep Arena	40' X 20'	800 sq ft	Covered & open pole structure, dirt floor, perimeter no-climb fence.

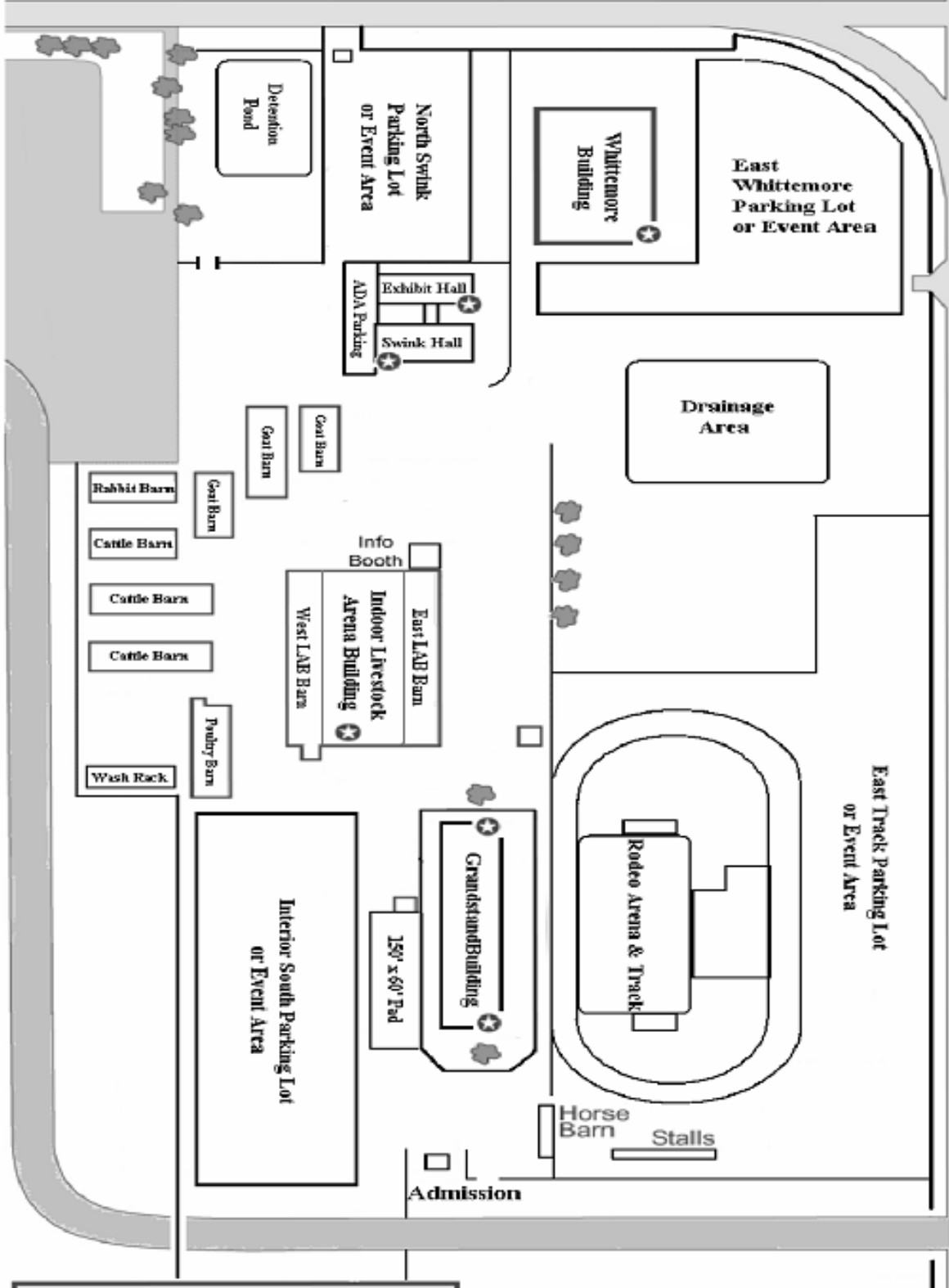
All arena and barn measurements are approximate. The horse barn is the only barn with fixed stalls, all other barns utilize portable paneling and can be configured to suit renters. Cattle, sheep and swine panels are available in limited quantities to support events. Set-up plans must be approved by the East District Maintenance Supervisor prior to event.

Parking/Open Event Areas

Facility	Dimensions	Area	Surface	Approximate number of Parking Spaces
S. Main Lot	318' X 828'	263,896 sq ft	Dirt/Grass	800
Interior S. Lot	446' X 170'	75,820 sq ft	Gravel	234
N. Swink Lot	260' X 115'	29,900 sq ft	Gravel	96
E. Whittemore Lot	320' X 260'	83,200 sq ft	Dirt/Grass	216
E. Track Lot	130' X 500'	65,000 sq ft	Dirt/Grass	225
			Total	1571

Estimates are based on a basic layout. Each lot has some flexibility and some of the surrounding areas could accommodate additional vehicles depending on the event.

10th Street



★ Restrooms
 ☆ ADA Restrooms

Calhan Highway

Main Entrance

SCHEDULING PROCESS – HOW TO BOOK AN EVENT

To schedule an event or activity, you will need to contact the El Paso County Fair & Events Complex office at (719) 520-7880. The steps shown below are a guideline and should be followed as closely as possible; however, there may be additional requirements depending on the nature of your event or activity.

1. Contact the EPCFG office to determine the availability of the facility you wish to rent. Please be prepared with all necessary information regarding your event or activity.
2. After booking your event or activity, you will receive a Special Event Request Form. This form needs to be completed, signed and returned with your deposit as soon as possible to secure the date(s) you have requested. Your date is not confirmed until the EPCFG office has received your agreement and deposit payment. If your agreement is not accepted we will return or refund your deposit. The Special Event Request Form and this Event Guide are also available at the EPCFG office or on line at www.elpasocountyfair.com.
3. Once your Request form and deposit are received, we will mail you other documentation necessary for maintenance and other services for your event if applicable.
4. The balance of your rental payment needs to be received by the EPCFG office at least 30 days prior to your event or activity. Payments not received may automatically cancel your facility reservation.
5. The EPCFG will contact you to arrange for a possible inspection and pre-event meeting to coordinate all aspects of your event
6. Post-event inspections, and other matters will be addressed after the event. Refunds of deposits, if any, generally occur within two weeks of the event or activity. Deposit refunds are based on facility condition upon completion of event. Cleaning or damages may be deducted from deposit.
7. Deposit Refund – see General Use Section “Damage Deposit”.

GENERAL USE POLICIES

El Paso County Parks retains control and management of the El Paso County Fair & Events Complex at all times, and has the right at all times to enforce all rules and regulations described hereto, and has the right to reject all persons who fail to comply with the rules and regulations.

Access During Events

El Paso County Parks and El Paso County Fair & Events Complex employees are responsible for 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.

Accidents and Injuries

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

If security services are employed, notification should be made to the chief of security at that time and any paperwork completed as required. If there is no security employed at the time of the accident or injury, please contact EPCFG staff at (719) 499-9882. Complete any required documents at that time.

For those individuals or organizations involved in equine or llama activities, please be aware of the Colorado law regarding such activities.

Additional Services

Event holders may need to provide other personnel necessary to conduct the event or activity. Some of these additional services are available from EPCFG employees on a fee for services basis.

If the Event Holder uses the facilities on weekends or holidays, they may need to have an EPCFG employee present or available. The Event Holder will be required to pay for the services at the hourly rate for that assigned employee on that day. In some cases the Event Holder will be charged the overtime rate per hour for that assigned employee. We will attempt to minimize these charges; however these costs are ultimately borne by the Event Holder as the users of the facility.

Advertising and Announcements

The EPCFG has advertising and sign space available in most areas on the premises. Use of these areas by the Event Holder or event sponsors is subject to the approval of the EPCFG Maintenance Supervisor. We reserve the right to approve or deny any display. Please keep in mind that the EPCFG is a family oriented venue and all advertising being considered will be reviewed for appropriate content.

The EPCFG or its designee, at such reasonable time, or times as it may deem appropriate, may announce, or request to be announced, over the public address system on the premises (regardless of the ownership of such public address system) various announcements.

The EPCFG also retains the right to use, and may use the sound system and display advertising capabilities and facilities on the premises in any manner which, in its opinion, shall be construed, or desirable or appropriate.

Alcohol / Illegal Substances

No unauthorized alcohol is allowed.

The exceptions to the alcohol policy are in the licensed area of the fairgrounds when alcoholic beverages are being sold at a concession area hosted by the El Paso County Fairgrounds Corporation who holds a liquor license on the El Paso County Fairgrounds.

[See Appendix "A" page 23 of this guide.](#)

Arrangements must be made with the EPCFC to provide your event or activity with alcoholic beverages. No outside alcohol is allowed on the premises.

Any illegal possession or consumption of alcohol / drugs on the fairgrounds will cause the immediate termination of the event or activity. Violations of this policy by you, or anyone associated with you or your organization, and all associated parties will be required to vacate the premises immediately. The violators may be subject to arrest and prosecution.

Camping on Fairgrounds

Any persons desiring to stay overnight at the property must be here as part of a scheduled event and must be issued a permit by the fairgrounds management and pay the required fees for camping. All overnight camping is charged whether hookups are used or not.

Cancellation of an Event or Activity

If the Event Holder needs to cancel an event or activity they should immediately notify the EPCFG in writing. This may allow us enough time to book another event in its place.

If written notification is received ninety (90) or more days prior to the first scheduled day of the Rental Agreement, the Event Holder will only pay a cancellation fee in the amount of twenty-five percent (25%) of the rental fee, plus any direct costs and incidental charges incurred by the fairgrounds. The Event Holder will receive a refund of the balance of the deposit. If the EPCFG office receives the written notice less than ninety (90) days prior to the first scheduled day of the Rental Agreement, the entire deposit shall

be forfeited. The Event Holder will remain liable for any remaining balance on the agreement, as well as any and all incidental costs and charges incurred by the fairgrounds in preparing for the event or activity. These costs may be deducted from deposit.

Cleaning the Facilities

The EPCFG endeavors to maintain a clean, safe and attractive facility at all times. Buildings are cleaned and prepped prior to each event or activity. It is the responsibility of the Event Holder when using the building to sweep the floors, bundle trash, wash stoves & ovens, and store tables and chairs properly after their event. Cleaning instructions are provided by EPCFG and some cleaning equipment. Post event cleaning services are available on a fee basis. EPCFG 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 trash.

Compliance with all Laws

All visitors and Event Holders, while on the premises of the EPCFG, will comply with all laws of the United States and of the State of Colorado, all ordinances, resolutions, requirements and agreements of El Paso County, all rules and lawful requirements of the Sheriff's Office and Fire Departments or other authorities of El Paso County having jurisdiction in the circumstances, and all policies, procedures, requirements, and agreements of EPCFG. Anyone found to be in violation of any of the above will immediately desist from or correct such violation, and may be subject to removal from the premises, and arrested by law enforcement.

Damage Deposit

All Event Holders are required to post a damage deposit prior to the event. 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 Rental Agreement is submitted. The Event Holder is held responsible for all damages to the EPCFG property. All costs deemed necessary and incurred by EPCFG for replacement and/or repairs caused on behalf of the Event Holder will be deducted from the deposit and any additional costs will be billed within ten (10) working days after the event.

EPCFG may require the Event Holder to participate in a pre and post event inspection with our maintenance staff. This will help determine specific setup needs and will help facilitate the post event refund of the damage deposit. EPCFG reserves the right to make the final determination of the refund, if any.

Decorations

The EPCFG staff will make every attempt to meet your needs, however, the posting of any posters, signs, banners and materials to be used as decorations must first be approved by the EPCFG staff. Certain facilities have specific regulations regarding the attaching of any materials to ceilings, doors, walls, or other painted surfaces. We ask that all Event Holders submit a decorating plan a minimum of seven (7) days prior to the event. It is the responsibility of the Event Holder to remove any decorating materials immediately following the event.

Display Advertising

The EPCFG is a family oriented facility. Therefore, the Event Holder may not distribute, circulate, permit to be distributed or circulated, any advertising matter, program or signs at the entrance to, or about any part of the premises, except such advertising programs as may pertain to the immediate attraction for which the agreement is granted, and only with the approval of EPCFG. Please discuss your display advertising needs with the EPCFG staff in advance of your scheduled event or activity.

Any damage or loss of EPCFG signage will be charged to the Event Holder and/or deducted from the damage deposit.

Donations to the El Paso County Fairgrounds

EPCFG appreciates all donations of labor, material and equipment that are valuable for the improvement of the fairgrounds. These donations become the property of the fairgrounds and do not confer special privileges for the donor.

Emergency Medical Personnel

Emergency Medical Technicians (EMT) are required at each event where there is substantial risk of injury to the contestants or audience. EPCFG has set the following guidelines based on attendance and whether alcoholic beverages are served. Need is determined on an event-by-event basis.

Securing and/or notifying EMT and paramedic personnel is the responsibility of the Event Holder. The word “notified” indicates that the Event Holder has notified local paramedics or emergency dispatchers of the nature of the event, and start and end times. The Event Holder must verify this notification by providing a written copy to the EPCFG.

EMT REQUIREMENT GUIDELINES

ATTENDANCE	No Alcohol Served EMT/Ambulance	Alcohol Served EMT/ambulance
1-1000	No	No
1000-2000	No	Yes
2000 +	TBD	Yes

EVENTS WHICH INVOLVE RISK TO THE CONTESTANTS OR THE AUDIENCE ARE REQUIRED TO HAVE EMT SERVICES ON SITE.

Equestrian Area and Arena Usage Guidelines

Activities: Riding arenas are open by appointment only. No riding is allowed unless pre-scheduled or during open riding times. Violation of these rules and regulations may result in revocation of access to the property.

Arena Permits: Permits are issued to all users of the equestrian arenas, with the exception of participants in shows or rodeos. Riding passes are available for a fee and must be obtained at the EPCFG office. The riding permit must be displayed or presented to any Fairgrounds staff person or designee upon request. Riders failing to display their riding permit will be asked to leave the arena. A signed liability waiver is required before permits will be issued.

Riding Only: Arenas are available for riding only. Horses are not to be turned loose at any time.

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

Tie-Ups: Tie-ups are allowed only in designated areas. Violators will be assessed a cleanup and damage fee. Absolutely no tie-ups allowed in parking areas, to barn doors, water faucets, arenas, or similar devices or structures.
TYING OF HORSES TO ANY ARENA IS NOT PERMITTED.

Washracks: Animals are to be washed only at wash racks. Washing of vehicles at wash racks is prohibited.

Open Stalls: Opening of locked stalls must be scheduled during regular business hours.

Dogs: Dogs are not allowed on EPCFG. Exceptions may be granted for organized events.

Grass/ Lawn Areas: No horses are allowed on the grass or allowed to be tied to any fence around or near the grassy lawn area.

Arena Grooming: Grooming of the arena is handled by EPCFG staff only. We are happy to provide this service for all events. Equipment that is not owned by EPCFG shall not be used on said premises without authorization from the EPCFG staff.

Helmet Use: EPCFG strongly recommends the use of a riding helmet for all equestrian riding events. A signed liability waiver may be required from all riders.

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

Manure and Trash: Owners are required to clean up all manure left by their animals, including horses outside of the arena. Manure is to be placed only in designated areas. These areas are posted with an identification sign and instructions. 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.

Care and Cleaning: In order to maintain a lower cost of operations, Event Holders will need to provide all bedding, feed, water, and care for any and all horses brought onto the premises. Horse stall cleaning performed by the Fairgrounds staff is charged at \$5.00 per stall.

Equestrian Professional Endorsement: 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 EPCFG 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, EPCFG 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 the requirement may result in legal action to the full extent allowed by law.

Equine 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.”

Equipment on El Paso County Fairgrounds

Operation of County Equipment – Any Fairgrounds equipment, such as bleachers, motorized equipment, or trailers, may only be moved by or with approval of Fairgrounds Staff. Costs for damage, maintenance, or any action to return equipment to its prior status will be charged to and paid by the Event Holder.

Non-County Owned Equipment – Personal equipment brought to EPCFG 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. Any repairs for damage that might be caused due to work, whether it is approved or not approved, will be paid by the Event Holder. Proof of insurance may be required.

Event Operating Hours

Outdoor Events: Outdoor events at EPCFG must be completed by 10:00 pm on weekdays (Monday – Thursday) and 11:00 pm on weekends and holidays. Special

permission may be granted to certain events to extend until midnight, however, no exceptions will be made to extend any event time past midnight.

Indoor Events: Indoor events at EPCFG must be completed by 11:00 pm on weekdays (Monday – Thursday) and midnight on weekends and holidays.

Special permission may be granted to certain weekday events to extend until midnight, however, no exceptions will be made to extend any event time past midnight.

Event Setup

Contact the office to discuss specific needs and availability of set up / tear down assistance.

Facility Alterations

Event Holders shall not undertake any plumbing, electrical, telecommunications, carpentry or mechanical work on any of the facilities. Special event requirement must be submitted in writing a minimum of 30 days prior to the event the EPCFG staff.

Facility Lighting

The main 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.

Fees and Rates

**El Paso County Fair & Events Complex
2011 Facility Rental Fees**

<i>Commercial</i>	<i>2011 Full Day</i>	<i>Deposit</i>		<i>2011 Half-Day (4 hours or less)</i>	<i>Deposit</i>
Grounds Only	\$204	\$135		\$135	\$ 80
Swink Hall	\$357	\$231		\$231	\$139
Exhibit Hall	\$183	\$117		\$117	\$ 70
Livestock Arena Building	\$357	\$231		\$231	\$139
Grandstand/Rodeo Arena/Race Track	\$357	\$231		\$231	\$139
Grandstand Building	\$183	\$117		\$117	\$ 70
Grandstand Kitchen	\$178	\$113		\$113	\$ 70
Livestock Barn	\$ 96	\$ 57		\$ 57	\$ 35
Whittemore Center	\$409	\$265		\$265	\$160
First Aid Building	\$91	\$ 61		\$ 61	\$ 35
Kitchen Use Only (swink)	\$ 61	\$ 44		\$ 44	\$ 30
Pavilion	\$150	\$100		\$100	\$65

<i>Individual / Non-Profit</i>	<i>2011 Full Day</i>	<i>Deposit</i>		<i>2011 Half-Day (4 hours or less)</i>	<i>Deposit</i>
Grounds Only	\$135	\$ 87		\$ 87	\$ 55
Swink Hall	\$239	\$152		\$152	\$90
Exhibit Hall	\$117	\$ 78		\$ 78	\$ 45
Livestock Arena Bldg.	\$239	\$152		\$152	\$90
Grandstand/Rodeo Arena/Race Track	\$239	\$152		\$152	\$90
Grandstand Building	\$117	\$ 78		\$ 78	\$ 45
Grandstand Kitchen	\$113	\$ 70		\$ 70	\$ 40
Livestock Barn	\$ 52	\$ 39		\$ 39	\$ 25
Whittemore Center	\$265	\$174		\$174	\$105
First Aid Building	\$ 61	\$ 44		\$ 44	\$ 25
Kitchen Use Only (swink)	\$ 44	\$ 30		\$ 30	\$ 20

<i>Additional Rental Charges</i>	<i>2011 Fee Per Day</i>
Per Table	\$ 4.00
Per Chair	\$ 1.00
Per Camping Electrical Outlet	\$10.00
Per Water Hookup	\$10.00
Camping – No Hook ups	\$ 5.00
Showers Per Day	\$95.00
Public Address System	\$95.00
Per hour Set-Up / Tear Down Fee	\$35.00
Mobile Concession Hookups / Day	\$100.00
Per Hour Per Employee Janitorial	\$30.00
Dump Station	\$ 10.00
Horse Stall –loafing or stables	\$ 5.00

<i>Non-Profit Group Camping Fees</i>	<i>2011 proposed fee per day</i>		
1 to 25 Participants	\$ 60	76 to 100 participants	\$235
26 to 50 Participants	\$120	101 to 200 participants	\$294
51 to 75 Participants	\$175	201 to 300 participants	\$353

Fee Payment Schedule and Deadlines

Rental fees are due and payable no less than thirty (30) days prior to the first scheduled event day, whether it is a set up day or the event day (whichever is earliest). If the rental is being executed less than thirty (30) days before the first scheduled event day (set-up or event day) then the fee is due immediately upon execution of the rental agreement.

Rental Deposits are due and payable upon execution of the rental agreement.

Fire Regulations

Fire regulations and codes are strictly enforced by the El Paso County Fire Marshall. If you have any questions, please contact the Maintenance Supervisor at (719) 520-7881. The EPCFG also maintains final approval of all legal activities at the fairgrounds. Heat lamps and heaters are prohibited inside all stalls and barns.

Food and Beverages

In Swink Hall, there is an equipped kitchen that can be used for catered events and for family-oriented potluck activities. The price to use the kitchen is included in the building rental. The Fairgrounds does not provide linens, utensils or serving pieces.

Events held at the Fairgrounds may have outside food vendors or catering services. The event coordinator shall collect the required vendor fee. It is also the responsibility of the event coordinator to assure that the vendors have proper licenses and insurance, and meet El Paso County Health Department codes. Proof that this has been met will need to be received by the fair office no later than ten (10) days prior to the event.

Glass Containers

Glass containers are PROHIBITED on the EPCFG property.

Insurance Requirements & Indemnification

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

No individual or organization shall be allowed to use the facilities at the EPCFG 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, EPCFG reserves the right to cancel the scheduled event. Please contact the Fairgrounds office in advance to discuss insurance requirements for your planned activity.

Certificates evidencing insurance must be provided to El Paso County in advance, with El Paso County identified as an additional insured, and include the endorsement language shown below:

The general requirements are as follows:

All Special Events are required to provide a certificate of insurance amended to name El Paso County as additional insured and showing coverage in minimum amounts of: Bodily Injury: \$1,000,000 each occurrence – Property Damage: \$1,000,000 each occurrence – Aggregate Property Damage: \$1,000,000. The date, location and name of the event must be listed on the certificate and the insurance certificate must cover the entire duration of the event.

Other insurance endorsements and provisions may also be required by each rental agreement of contract. It is the responsibility of each individual or organization requesting use of the facility to meet these requirements in the time required.

For questions regarding these requirements, call the Fairgrounds office at (719) 520-7880.

Indemnification

By renting a Fairground Facility, all users agree to protect, defend, indemnify, and hold harmless, The El Paso County Fairgrounds, El Paso County, its officers, officials, employees 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.

Licenses, Taxes, Fees and 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 EPCFG prior to the event.

Use of Fairground Name

Event Holders may use El Paso County Fair & Events Complex in any advertisement, ticket, placard, posters or printed material when identifying the location of your event. Any other form of advertising must have prior approval from the fair office

Noise Ordinance

El Paso County restricts noise produced by events at the EPCFG. All events must adhere to the El Paso County noise ordinance. Please see fairground staff for more information.

Non-discrimination

No Event Holder using EPCFG 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.

Nonexclusive Permits

The Use Permit is not an exclusive Permit. EPCFG attempts to minimize conflicts between events. EPCFG will advise you of other events taking place which may impact your event.

Obstructions of Facilities or Grounds

No portion of the sidewalks, entryways, passages, halls or way of access to public utilities on the premises shall be obstructed.

Occupancy Limits

Admission tickets sold at the EPCFG must not be in excess of the seating capacity of the premises granted under each Use Permit. Due to safety concerns, occupancy levels are set by EPCFG, El Paso County, and the El Paso County Fire Marshall, and any other applicable codes and regulations.

Parking on the Fairgrounds

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 the policy will be towed away at owner’s expense.

Photos

EPCFG often records events and activities taking place on the property. All users of the EPCFG, by virtue of their presence on the property, are consenting to allow El Paso 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 El Paso County and are for educational, promotional or documentation purposes only.

Raffles, Collection, etc.

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

Restroom Facility Requirements

EPCFG has restroom facilities in most areas of the premises. For some larger events, however, portable restrooms may be required, due to the type of event, size of event, or time of year. The Event Holder shall be responsible for arrangement and payment of the portable toilets.

Security Requirements

The establishment of security requirements for an event will be made by the EPCFG staff and is necessary for the orderly operation of activities held on the EPCFG. These security guidelines are established for the protection of life and property while events are in progress and may include security personnel before, during or after events. All security costs are borne by the promoter or organizer of each event.

All security personnel will be arranged and managed by the Event coordinator. 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 plans will be submitted no later than 14 days prior to event.

Security Requirements Table

Attendance	No Alcohol Served Security	Alcohol Served Security
1-250	0	1
251 – 500	0	2
501 – 1000	1	4
1001 –2000	2	6
2001 +	4	8 +

Security personnel must be present prior to the beginning of the event and must remain until all crowds and traffic are dispersed and evacuated.

SET UP (STANDARD)

FACILITY	STANDARD SET-UP DESCRIPTION
Swink Hall	Building only. Includes kitchen facilities, restrooms. (No placement of tables, chairs, or other furniture.)
Exhibit Hall	Building only. Two (2) restrooms. (No placement of tables, chairs, or other furniture.)
Livestock Arena	Clean and groomed prior to booked date. Announcer’s platform, pa system. Two (2) restrooms (seasonal)
All Arenas	Open, clean and groomed arena prior to booked date.
Barns & Stalls	Clean and functional
Grandstand Building	Building only with restrooms (seasonal). No tables, chairs or other furniture.
Grandstands	Clean, swept, washed down, trash receptacles in place. Lobby clean, swept. Sound booth access.

Rodeo Arena	Groomed arena prior to booked date. Sound Booth
Whittemore Building	Building only with restrooms (seasonal.) (No placement of tables, chairs or other furniture.)
All Parking Lots	Parking lots are cleaned

Sharing of Facilities and Services

EPCFG is used for many activities, events, operations and engagements. 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.

Smoking Prohibited

Smoking is prohibited in any enclosed area, i.e., inside the Grandstand Building, in the Grandstand seating areas, in the arenas, pavilions, or barns. Any violation of this policy may result in the eviction of the person or persons involved. Event Holders will need to 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.

Speed Limit

Please observe all posted speed and traffic signs. Speed limit on the Fairgrounds is 10 mph.

Taxes (Sale)

Event Holders must abide by Sales Tax Laws.

Vendor special event license applications are available at: www.taxcolorado.com or at the local office located at 4420 Austin Bluffs, Colorado Springs, Co. 80918; phone number (719) 594-8706

Ticketed Events

It is the responsibility of the Event Holder to arrange for ticket production, advance ticket sales and distribution, managing the gate, and providing the change fund. There are ticket booths at each fairground entrance.

Traffic Control

Events in excess of 1,000 attendees per day, may require parking attendants to assist with traffic entering or leaving any public area. These services will be arranged by the Event Holder. Parking lot management plans, when required will be approved by Fair Staff no later than 10 days prior to event. Parking lot control is essential for the safety of the attendees of each event.

Use Restrictions

EPCFG reserves the right to refuse event bookings when the event may cause undue or unusual damage to the facilities or that may violate local, state, or federal laws, regulations, or rules. No event shall be scheduled at the EPCFG that would interfere with the annual El Paso County Fair held in July.

Vendors

All vendors participating at an event at the EPCFG must apply for and receive a permit. It is the responsibility of the Event Holder to arrange for vendors.

Food vendors will be required to have a Retail Food Establishment License in accordance with 25-4-16-2 (14) C.R.S., and proof of liability insurance. Nonprofit organizations serving food are required by EPCFG to have a Certificate of License issued by the El Paso County Health Department.

Weapons and Firearms

Weapons and Firearms are not allowed on EPCFG. Only Law enforcement officers, licensed security personnel, persons with a concealed carry permit or an event permit with special authorization from the Director of Parks & Leisure Services are exempt from these requirements.

Fireworks

Use of fireworks on EPCFG must be approved by the El Paso County Parks & Leisure Services Director.

APPENDIX “A”

EL PASO COUNTY FAIRGROUNDS CORPORATION

The Fairgrounds Corporation maintains the liquor license for the sale of all alcohol on the fairgrounds. The Corporation will provide beverage and bartender service for your event under the following guidelines:

- A \$50 per hour fee will be charged with a minimum of three hours of serving time and 30 minutes for set-up and 30 minutes for tear down (for a minimum of four hours). The fee will include security, set up and tear down of the bar area, and a bartender. The fee is paid at the time of executing the agreement. Please make checks payable to the EPC Fairgrounds Corporation.
- The Corporation will provide all alcohol. A list of the types of alcohol desired to be served will be provided to the Corporation a minimum of two weeks prior to the event. Any special alcohol requests must be paid for in advance. Any remaining special alcohol not consumed will not be removed from the premises and becomes the property of the Corporation.
- The Corporation will retain all proceeds from the alcohol sales.
- The Corporation will strictly enforce all State of Colorado alcohol and beer sale regulations (please see attached).
- Event organizer or guests will not be allowed to bring alcohol beverages onto the Fairgrounds.
- Event organizer or guests will not be allowed to remove any liquor from the Fairgrounds during or following the event, including all open or un-opened bottles, cans or containers.