

UINTA COUNTY FAIRGROUND USAGE RULES AND REGULATION

1. All organizations using the fairgrounds are required to complete and sign an Uinta County Fairgrounds Usage Application. No reservations will be confirmed until the completed application and fee are delivered to the Fair Office, PO Box 636, 122 Bear River Drive, Evanston, WY 82931 (307) 783-0313 ucfair@uintacounty.com. Uinta County reserves the right to deny applications for Fairground and Equipment usage, which may be detrimental to the health, safety or morals of the community. Considerations when approving applications include but are not limited to the following:
 - a. Timely application
 - b. The nature of events
 - c. Security needs and arrangements
 - d. The impact on county resources, equipment, and personnel time.
2. The Uinta County Fair Manager will schedule all fairground and fairground equipment usage. The Uinta County Commissioners will fulfill duties through their appointee as the governing board for scheduling conflicts and major event approval.
3. The organization using the facilities is responsible for their own clean up, including the parking lots, buildings and grounds used during their activity as well as sweeping the restrooms and emptying trash into the dumpsters. The replacement or repair of damaged property is required. **A security deposit of \$1000 for Arena events and \$500 for all others** will be required, and is due before your event will be scheduled. After the rented portion of the facility has been satisfactorily checked off by a county employee and you have returned all keys to the Fair Manager, a refund check for the security deposit will be requested from the Uinta County Treasurer's Office.
4. Applications for the following year will be accepted starting October 15th (after County Fair, Evanston Rodeo Series, and Evanston Cowboy Days dates are set), on a first pay first serve basis. Arrangements for these entities will be made with Uinta County Commissioners at their first regularly scheduled October meeting to determine dates and fees associated for the coming year. Any additions or deviations from set usage must be approved by Commissioners at least 2 weeks prior to the event. Any scheduling conflicts will be resolved solely at the Commissioner's discretion as to which event is best for Uinta County.
5. Major events include all carnivals, concerts, and professional events as well as any event in which a spectator fee is charged. Major event applications are subject to approval by the Uinta County Commissioners, after consulting with the Fair Manager and Fairground Supervisor. Liability insurance is required for all major events. The organization must provide that liability insurance naming Uinta County as beneficiary in the policy, at least one week prior to the event, for a minimum of \$500,000 for most events or \$1,000,000 (\$500,000 per incident) for any events that feature motor sports. A Security plan is required for all major events. This security plan must meet the approval of Uinta County.
6. Alcohol may only be sold, distributed or consumed on the Uinta County Fairground grounds with an Evanston City Malt Beverage Permit or Evanston City Catering Permit. Alcohol may only be sold or distributed by a TIPS trained bartender listed as a server on the corresponding permit. Beverages in glass bottles, whether alcoholic or non-alcoholic, are not permitted on the Uinta County Fairground grounds.

7. Parties intending to sell distribute or consume alcohol on Uinta County Fairground grounds must pay an additional \$200.00 fee and \$500.00 deposit prior to their rental being scheduled. Any violation of paragraph 6 will result in the forfeiture of the additional \$500.00 deposit. Any party that sells, distributes or consumes alcohol on Uinta County Fairground grounds without paying the additional fee and deposit will be assessed a \$2,000.00 cleaning and liability fee, in addition to fees for any resulting damages.
8. Applications filled out by youth groups must include the signature and contact information of the group advisor or responsible adult.
9. Uinta County assumes no responsibility, and renter assumes all responsibility for any and all accidents, health of occupants, and lost or damaged items.
10. Fires, fireworks, archery, firearms, including BB guns, air rifles, paintball, airsoft, or similar items require pre-approval by Uinta County Commissioners.
11. Uinta County requires all organizations conducting business on the Fairgrounds to comply with the City of Evanston's Business Licensing Regulations. If not in compliance, the event may be denied use of grounds without prior notice.
12. Bathrooms and water are only available in the summer months. The buildings on the Fairgrounds are not heated.
13. The organization using the Fairgrounds is responsible to lock the gates and all buildings used when leaving the grounds. All events open to the public **should end and be cleaned up by midnight**, unless a later time was requested and specifically approved by Uinta County, during the application process.
14. All equipment must be removed by midnight the day of rental, or additional charges may apply, unless specifically approved by the Fairgrounds Supervisor.
15. Any lost and found items will be held for two weeks and then disposed of or donated.
16. Events requiring special equipment or set-up and county personnel time (i.e. working the arena before or during an event, setting up tables, delivering stages, etc.) must be detailed and requested on the application and must be received by the Fair Office in a timely manner. The Fairgrounds Supervisor will review the requests to determine if the county can provide these services, and if such services can be provided within the regular fee structure or if extra fees will apply.
17. Fairgrounds Usage Regulations and fees are subject to change at any time.
18. Uinta County reserves the right to request any additional documentation with regards to safety concerns
19. *Ticketed event \$1.00 per Ticket/entry fees must be paid to Uinta County within 30 days after the event day.
20. Fairgrounds employees will determine the safest manner to have tractor operations during an event. Tractor operator is not responsible for any other event operations, (gate operations, barrel resets, stock handling etc...)

*****FEES FOR TAX EXEMPT ORGANIZATIONS WILL BE CONSIDERED ONLY AFTER A COPY OF EXEMPTION STATUS (501c3) IS RECEIVED IN THE FAIR OFFICE. ALL FEES MUST BE RECEIVED WITH APPLICATION FOR EVENT TO BE SCHEDULED. IF THE SCHEDULED EVENT IS CANCELED, THE RESERVATION FEE MAY BE FORFEITED. ALL FEES ARE PER DAY UNLESS OTHERWISE SPECIFIED.***

UINTA COUNTY FAIRGROUNDS USAGE

NAME OF ORGANIZATION _____

CONTACT PERSON _____ ID# _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

PHONE _____ TYPE OF EVENT _____

DATE & TIME OF EVENT _____

ALCOHOL PERMIT _____ BARTENDER _____

Each Area: \$80.00 General, \$55.00 Nonprofit 501c3: **DEPOSIT \$** _____

Horse Barn	Steer Barn	Hog Barn	Cow/Calf Bar	
Show Ring	Food Court	Grass Area	Poultry Barn	\$ _____

Roderick Hall - \$100.00 General, \$80.00 Nonprofit 501c3 \$ _____

Exhibit Hall - \$200.00 General, \$120.00 Nonprofit 501c3 \$ _____

BBQ Grill \$60.00 General, \$40.00 Nonprofit 501c3 \$ _____

Folding Tables (50) \$3.00 (EACH) General, \$2.00 (EACH) Nonprofit 501c3 \$ _____

Folding Chairs (150) \$0.75 (EACH) General, \$0.50 (EACH) Nonprofit 501c3 \$ _____

Stage 8x20 (2) \$80.00 General, \$55.00 Nonprofit 501c3 (+\$80 if delivered off site, limit 6 miles) \$ _____

Horse Stall - \$5.00 (EACH) Show Tent Setup Fee - \$1000.00 Vendor Outlet - \$15.00 \$ _____

RV Hook Up - \$15.00 (EACH) Set Up /Take Down Days - \$50.00

LARGE ARENA & SMALL ARENA

Large Arena Ticketed Event - \$600.00 + \$1.00 per ticket sold* \$ _____

Large Arena Non-Ticketed Event - \$200.00 + \$1.00 per entry fee* \$ _____

(Includes small arena worked)

Small Arena - \$100.00 Event \$ _____

Tractor Operator During Event - \$50.00 Hour \$ _____

Reservation Fee & 4H - \$50.00 (Arena work with ADVANCED NOTICE) \$ _____

ATV Arena Drag Rental Per Event - \$50.00 (must provide an APPROVED ATV and OPERATOR) \$ _____

TOTAL \$ _____

CAUTION - THIS IS A RELEASE Signature Required

I have read the Uinta County Fairgrounds Regulations and agree to follow them.

I / We _____ of _____

Release and hold harmless Uinta County and their employees from any liability for damages or injuries sustained while on the premises of the Uinta County Fairgrounds, or using any of said equipment, by agents, representatives, employees or myself or any organization or association of any invitee thereof. I / we accept liability for any damages or injuries caused due to negligence or from any cause arising during the event or use of equipment.

SIGNATURE _____ DATE _____