



RENTAL RULES & GUIDELINES

It is the renter's responsibility to become familiar with all rental rules and guidelines. Renter will be held liable for all charges outlined in these rules and guidelines. The Renter's signature on the Rental Agreement signifies that he/she has read the Rental Rules and Guidelines and agrees to abide by them. Failure to abide by the rules will result in additional charges which may be deducted from the Rental Deposit and possible denial of future use of facilities.

EQUAL OPPORTUNITY:

The Fairgrounds is available for rental regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation or sexual orientation.

GUIDELINES FOR ACTIVITIES, DISPLAYS AND EXHIBITS:

It is the expressed purpose of the 13th DAA/Yuba-Sutter Fair to promote activities that are a positive influence to the residents and visitors of the Fairgrounds. To achieve this goal, we prohibit any activities, displays, exhibits or merchandise containing:

1. Scatological references;
2. Derogatory racial references;
3. Derogatory ethnic references;
4. Foul language;
5. Written, visual or oral presentation of human reproductive system and/ or process;
6. Inflammatory speech and/or actions.

All employees of the fair are required to adhere to those guidelines. Likewise, all users of the fairground facilities are provided a copy of this guideline and are expected to incorporate it in their activities. Lack of compliance with these policies will result in the removal of the activity from the grounds and forfeiture of fees paid.

ALCOHOLIC BEVERAGES:

1. Any tenant planning to sell alcoholic beverages must obtain a valid liquor license from the Department of Alcoholic Beverage control in Sacramento. During the function, the license must be posted at the bar serving area. Selling includes:
 - a. Direct sales of alcoholic beverages
 - b. Selling of drink tickets in exchange for alcoholic beverages.
 - c. Including alcoholic beverages in the price of a ticket for the function
2. As a general rule, anytime money is collected by the tenant and, in turn, the tenant provides alcoholic beverages, a liquor license is required. Please refer to Alcohol Management Policy Information sheet and Responsible Hospitality Guidelines.
3. If the Renter is serving alcoholic beverages, only the Host and Hostesses may provide alcohol at the event and all alcoholic beverages must be on the grounds prior to guest arrival. No alcohol will be permitted onto the fairgrounds after the scheduled event start time. ALL alcohol must be on the premises prior to the event.
4. No persons under the age of 21 years old are allowed to be served or to possess alcoholic beverages.
5. Alcohol service must be in a central location and served from behind a bar or counter by a person 21 years or older.
6. Alcoholic beverage service must cease 30 minutes prior to the scheduled event end time.
7. No metal or glass containers (other than kegs) are allowed on the grounds.
8. All beverages must be served in aluminum cans or disposable cups.
 - a. A toast at the main table utilizing glassware is acceptable. The event staff will coordinate the storage of the glassware upon completion of the toast.

AUTOMOBILE ACCESS:

1. Fire Marshall Regulations require that fire lanes be open at all times on the grounds.
2. No parking is allowed on the interior of the grounds except for the caterer, and during decorating or clean up.
3. All cars are to be parked in the appropriate parking lot. Autos are allowed on the grounds for loading and unloading only.
4. No autos may park on the lawns (exceptions are RV rallies, auto shows). Any damage to the lawns or sprinkler systems will be the responsibility of the tenant. Damage charges will include materials and labor and will be deducted from the rental deposit.
5. Unauthorized vehicles are subject to being towed at owner's expense.
6. The maximum speed limit when driving autos and golf carts on the fairgrounds is 10 MPH or less at all times.

BILLS:

1. Established events (those held annually and/or monthly): Bills are to be paid prior to the event.
2. Non-Established and new events: A Non-Refundable Reservation Deposit is to be paid upon securing the date(s) and the remainder of the deposit is to be paid 90 days prior to the event. Rental fees must be paid no less than two weeks prior to the event. In the event of a late booking (event booked less than 2 weeks prior to the event) all payments (deposit, rental, additional equipment, etc.) must be in the form of a money order, cashier's check or cash.
3. In the event that you acquire additional charges that exceed your Event Staff/Cleaning Deposit you will be billed for these charges and will be responsible for making payment in full to the Association.

BUILDING CAPACITY LIMITS:

1. Attendance must not exceed the mandated maximum occupancy limit per building. In no case may attendee count ever surpass the mandated occupancy maximum limit outlined below.
2. In the event that renter does not comply with these guidelines the event is subject to immediate closure by the fair event staff. No refunds will be made under these circumstances.
3. Maximum Building Capacity limits are as follows:
 - a. Main Exhibit Hall: Assembly 2320, Dining 500 to 1082 dependent upon setup
 - b. Franklin Hall: Assembly 750, Dining 325 to 500 dependent upon setup
 - c. Palmer Hall: Assembly 400, Dining 225 to 250 dependent upon setup

CLEAN-UP RESPONSIBILITIES:

1. Refer to the Facility Checklist – Exhibit B, which indicates the areas to be cleaned by the renter. Some typical clean up charges are:
 - a. Tables and/or chairs stacked dirty or incorrectly.
 - b. Bathrooms require detailed cleanup (i.e. writing on the stalls/walls, paper thrown on the ground)
 - c. Grounds surrounding area need clean up (bottles, cups, etc.)
 - d. Balloons/decorations still up.
 - e. Shoe prints on walls from attendees leaning against walls.
 - f. Gum, tape residue and food on floor (requires scraping of floor).
 - g. Floor damage (sand displays & equipment marking floors)
 - h. Dust mops and mops will be provided for clean up.
2. The bar area must be cleaned and all alcoholic beverages removed at the conclusion of the event.
3. Any left-over ice that is dumped on the grass outside the buildings must be spread out over a large area. Piles of ice will kill the lawn and could result in an additional charge to replant grass.
4. The building must be cleared of all items brought in by tenants (ie. BBQ's, signs, banners, etc.), immediately following event, once tenant vacates premises. Any items left become the property of the 13th District Agricultural Association (Yuba Sutter Fair), to be disposed of at our discretion.
5. The event staff working the event has no authority to determine the condition of the facilities after the renter has completed the clean-up.
6. The night-time event staff is not qualified to judge the clean-up condition of the building. The Facility Evaluation will be completed by the fair staff on Monday morning following your event.

COOKING:

1. Responsibility of renter for removal of waste oil, contaminated water (water with oil, other items) from facility in accordance with the State law. No oil is to be disposed of in any sink. No scalding water, water/salt, water/oil combination or other hot liquid is to be dumped on the lawns or grounds.
2. No sterno's shall be used to heat food without prior approval by the State Fire Marshal's Office.

CURFEW:

1. All tenants must plan their event accordingly to comply with the curfew as denoted under the Hours of Rental Events in the rules.
2. Fair Management may grant approval to extend the event curfew time past the regular posted closing time. The written request must be made 30 days prior to the event.

DAMAGES:

1. As the tenant of the facility, you are responsible for any damages that occur to the area in which you have rented/occupied.
2. As the tenant you are responsible to pay for these damages (even if they are caused by someone who is attending your event).

DECORATING/DECORATIONS:

1. All drapes, hangings, curtains, drops, and all other decorative material, including Christmas trees, that would tend to increase the fire and panic hazard shall be made from a nonflammable material, or shall be treated and maintained in a flame-retardant condition by means of a flame-retardant solution or process approved by the State Fire Marshall."

2. No candles or other decorations that have an open flame may be used.
3. We recommend when utilizing Crepe Paper for decorating to use with care and attention. When Crepe Paper becomes wet, the color in it bleeds and it will stain the floor. If this happens, you will be charged for the material and the labor to remove the stains.
4. NO confetti, glitter, or other small paper, plastic, food, etc. items (this includes rice) may be used in the buildings or outside. If confetti, glitter or other small paper or plastic items are used you will forfeit your cleaning deposit in full. For wedding receptions, birdseed is the ONLY item allowed to be used and ONLY outside the buildings.
4. It is necessary for us to restrict these items. Those tenants who do not abide by this and other rules are subject to a clean-up fee to be determined by Management and possibly be banned from further use of the facility.
5. Decorations may not be attached to the buildings, floors, table or other fair property using nails, staples, tacks, scotch tape, duct tape, masking tape or paint. Many party supply businesses have alternative methods of securing items. In addition, the Fair has ceiling clips available to hang items from the ceiling. Indicate how many you will need on our Facility Reservation Form.
6. All decorating materials must be removed by the tenant at the conclusion of the event, unless other arrangements have been made. Fair is not responsible for any decorations left in the building. The tenant will be charged for clean up of decorations by Fair Staff.
7. No masking tape, duct tape, staples, or pushpins are to be used on tables, floors or walls. Party supply businesses have alternative methods of securing items. Items used to secure items are to be taken down.

DEPOSIT:

1. A Rental Deposit is required for use of any facility on the Fairgrounds. This amount, or a portion of, will be refunded no earlier than 30 days following the event. All attempts will be made to refund the amount due to tenant at the earliest possible time. Rental charges for any additional equipment, cleaning, facilities, material, damages, or labor will be deducted from the deposit.
2. Any State Fire Marshall Fee over one (1) hour of inspection will be deducted from deposit, if onsite inspection takes place and fee is more than deposit you will be billed.

DISTURBANCES:

1. If a disturbance occurs during your event and action is taken by a law enforcement agency(ies), the tenant will be charged at the current hourly rate of the agency(ies) and the tenant's event is subject to closure. No refunds will be made.
2. In the event that tenant's activities disturb, disrupt or negatively affect other events on the grounds, tenant's event is subject to closure. No refunds will be made.
3. In the event that tenant's activities result in Fair Staff monitoring their event for any reason, the tenant will be subject to charges resulting from this monitoring at the current labor rate.
4. Fair Staff will attempt to minimize any negative impacts on events held on the facilities but will not be held responsible for actions of other tenant's activities.

ELECTRICITY:

1. Tenants whose event, which includes but are not limited to concerts, trade shows and dances with large amounts of sound equipment, which require extreme amounts of electricity are subject to an additional utility fee.

EQUIPMENT, ADDITIONAL

1. Each building rental fee includes a specific amount of tables, chairs and staging. Any additional tables, chairs, staging or additional equipment will be provided at the current rental rate.

EVENT STAFFING:

1. Fair Event Staffing is required for ALL event's when serving /selling alcohol. Event staffing fees are in addition to the building rental fees and will be quoted at the time of the rental reservation and based on the listed attendance and hours of the event.
2. Event staff's purpose is to ensure that all fairground rental policies and guidelines are followed, provide a secure and safe venue for our clients, their guests and event attendees and provide general facility needs during the event such as temperature control, electric panels, light switches, equipment rental needs, etc.
3. Event Staff will be scheduled based on the building rented and/or estimated number of guests at a minimum ratio of 1:100. The Fairgrounds reserves the right to require any number of Event Staff deemed necessary for a safe and enjoyable event.

4. The minimum number of Event Staff per building is as follows and may not be adjusted for any event without approval by fair management:
 - a. Main Exhibit Hall: 4 Event Staff
 - b. Franklin Hall: 3 Event Staff
 - c. Palmer Hall: 3 Event Staff
 - d. Flower House: 3 Event Staff
 - e. Outside Venues: To be determined by management
5. Event Staff will monitor and track the number of guests for each event and only allow entry of the contracted attendance level listed for the event.
 - a. Attendance must not exceed the mandated maximum occupancy limit per building. In no case may attendee count ever surpass the fire marshal mandated occupancy maximums outlined in this document.
 - b. In the event that renter does not comply with these guidelines the event is subject to immediate closure by the fair event staff.
6. Event Staff Supervisor reserves the right to call in additional guards if the event warrants it. Renter will be informed of the increased staffing needs and the renter will be responsible for the additional event staffing needs to the fair, which may be subtracted from the event deposit.
7. In any event, that requires event staff to stay longer than the listed contracted hours, the renter will be charged at \$55 per hour/per staff.

EVENT INFORMATION:

1. Information required prior to your event:
 - a. Signed Rental Agreement
 - b. Signed Event Staffing Agreement
 - c. Proof of Liability Insurance.
 - d. Signed copies of the Alcoholic Beverage Statement (If applicable)
 - e. Copies of ABC permit when serving alcohol (if applicable)
 - f. Floor plan – Must be received 2 weeks prior to event. If not received two weeks prior to your event, Fair Staff is unable to guarantee that equipment will be available for your use. In addition, any changes made within 2 weeks prior to your event may be subject to additional charges. All Floor Plans must be approved by the State Fire Marshal's Office and may be changed by the fire marshal inspector to meet state fire code law.

FACILITIES RENTED:

1. The rental agreement specifies which area(s) tenant has contracted for. Tenant's activities are limited to that area(s). Unless specified, lawn and other outdoor areas are not included in Rental Agreement. In the event that tenant's activities or guests utilize outside areas, tenant will be subject to additional charges for those areas.
 - a. No inter-mingling or mixing of guests with other events happening at the same time are allowed.

FACILITY RESERVATION FORM:

1. Any individual, organization or business requesting use of facilities must complete a Facility Reservation Form. This form indicates to Fair Staff your equipment needs, building needs, staging, etc. Failure to turn in this form within the requested period of time, your event may result in equipment and labor for set up not being available.
2. In addition, if any charges are made to the original form, such as increased tables/chairs, additional staging, etc., 30 days prior to your event, the fair staff cannot guarantee that these changes can be met. However, whenever possible, the staff will try to accommodate these changes if possible. Fair staff will not be responsible for guaranteeing additional equipment/labor when Fair Office is notified 30 days prior to your event.
3. It is highly recommended that any changes to your original plans be submitted in writing to the Fair Office.
4. Fair Staff will not be held responsible for insuring that additional equipment/labor is available when Facility Reservation Form is not turned in within the requested period of time.

FEES:

1. Additional amounts will be charged and maybe subtracted from the event deposit for any of the following:
 - a. Changes in original, requested set up, and event/security staff costs due to extended event hours
 - b. Clean up (including labor and supplies). Refer to the clean-up guidelines.
 - c. Damage to the facilities
 - d. All State Fire Marshal charges that are that are in excess of (1) one hour or more for of their services provided.
2. Deposit: A non-refundable reservation fee must be paid at the time the facility is reserved. A Rental Deposit must be paid in full 90 days prior to the event.

- a. When deemed necessary, an additional rental deposit (amount to be determined by Management) shall be required and collected prior to the event.
 - b. Deposits will be forfeited if event is cancelled less than 60 days notice to the Fair office.
 - c. Deposits will be forfeited if confetti or glitter is used in decorating for your event.
 - d. Deposits, or portions thereof, which are due tenants will be returned no earlier than 30 days following the event.
 - e. If having 2 or more major events within a year you must pay Reservation Fee and Rental Deposit at the time of making your reservation.
3. Rental fees: Rental fees and a signed contract must be in the Fair Office no later than 60 days prior to the event. The signed contract must be in the Fair Office no later than 15 days after receipt of contract.
 - a. Payment may be made with a personal check, cash, money order or cashiers check when paid 2 weeks prior to the event.
 - b. Payment must be made with cash, cashiers check or money order when event is booked less than 2 weeks prior to the event.
 - c. Additional equipment/labor: Any additional charges known in advance are due and payable at the time of payment of rental fee. Any additional fees are due and payable immediately following event.
 4. Rental fees include: Empty building, specific number of tables and chairs (indicated on building plan and contract) and a kitchen. Any additional items your event requires (ie. stage, PA, portable bar, etc.) must be requested by tenant's renter at the time of booking or no less than 30 days prior to the event.

FIRE MARSHALL REQUIREMENTS:

1. All fire regulations as prescribed by the State Fire Marshall must be strictly observed. For a listing of the specific regulations, please refer to "Exhibit E" - Fire & Life Safety Division Special Events and/or DAA Fairs Checklist of items which is included as part of your rental agreement.
2. The Fire Marshall has the authority to make a detailed inspection prior to your event opening and has the authority to close the event due to any fire code violation.
3. All State Fire Marshal permit & inspection charges that are that are in excess of (1) one hour will be subtracted from the renter's deposit.
4. All events must include a floor plan upon reserving the event that will be submitted by the fair staff to the State Fire Marshal's Office for review and approval. Any changes to the floor plan must be submitted to the fair office 30 days prior to event in writing and must be approved by the State Fire Marshall prior to the event.
5. The following rules must be met and hazards corrected before opening to the public.
 - a. Special Event Permits: The Fire Marshall shall be advised of any of the following circumstances at least 15 working/business days prior to your event:
 - (1) Use of tents or other similar fabric enclosures or over-head cover by ten or more persons for any purpose.
 - (2) Demonstration or operation of any heat producing device or sources of ignition, including but not limited to heaters, stoves, barbecues, lanterns, internal combustion engines, candles, torches or any other open flame device.
 - (3) Display or use of a motor vehicle(s) within a building, tent or similar fabric enclosure or overhead cover. NOTE: All motor vehicles on display shall have battery cable disconnected and taped, fuel tanks not more than 1/4 full and provided with locked caps or sealed in a manner approved by the State Fire Marshall. Wheel locks may be required.
 - b. BBQ's that are used for an event must not be placed under any porches, eaves or overhangs of the buildings.
 - c. Exiting: Exits, aisles, ramps, corridors and passageways shall not be blocked nor have their required width obstructed in any manner by exhibits, chairs, equipment or anything whatsoever; nor shall they be blocked by persons.
 - d. Exits, exit lights fire alarm sending stations, wet standpipe hose racks and fire extinguisher locations shall not be concealed by pipe & drape, banners, or any decorative material.
 - e. No sternos shall be used to heat food without prior approval by the State Fire Marshal's Office.
 - f. A minimum of 54" inches shall be maintained between all rows of tables
 - g. All pipe & drape material must be fire rated. Certificate of fire rating must be provided to the fairgrounds atleast 2 weeks prior to the event for approval by the State Fire Marshal's Office. Pipe & drape must be located a minimum of 36" inches away from all electrical breaker boxes.

FIREWORKS/FIREARMS:

1. Fireworks or Firearms are not allowed on the grounds without prior written approval from Fair Management.
2. Gun shows will be subject to the rules and regulations established by State and the 13th DAA Board.

FLYERS:

1. Unauthorized distribution of "flyers" on any fairgrounds property (including the parking lots) is forbidden.

GUESTS ACCESS:

1. No entry will be allowed after 10:00 pm.
2. Re-entry will only be allowed with event staff approval.
3. Minors attending events will not have in and out access after 9 pm unless accompanied by a parent.

HAZARDOUS EVENTS:

1. The following activities are classified "Hazardous in Nature" and require special documentation:
 - a. Fireworks
 - b. Automobile or Motorcycle races, tractor/truck pulls, destruction derbies, mud bogs, mud racing, thrill shows and truck rodeos.
 - c. Rodeos, team roping and penning, carnivals, circuses, pony and other animal rides, trick riding, trackless trains, hot air balloons, petting zoos, pig races, trapeze, spin wheel or acrobats, dog training classes, bungee cord jumping and trampoline use.
 - d. Roller derbies, roller-skating, skateboards, boxing matches and wrestling.

HOURS OF RENTAL EVENTS:

1. Facility Rental Event Hours include:
 - a. Monday thru Thursday: 8 am thru 11 pm
 - b. Friday thru Saturday: 8 am thru 12 Midnight
 - c. Sunday: 8 am thru 10 pm
 - d. Outside events will close down at 10 pm Friday and Saturday, and 9 pm Sunday thru Thursday unless otherwise authorized by Fair Management.
 - e. Fair Management may grant approval to extend the event curfew time past the regular posted closing times provided above. The written request must be made 30 days prior to the event.

INSURANCE:

1. Tenants are be required to provide evidence of insurance protecting the legal liability of the State of California, the California Fairs Insurance Authority, the 13th District Agricultural Association, from occurrences as to bodily injury and property damage. Additional information including amount of coverage required items to be listed on the Certificate of Insurance and alternative sources of insurance can be obtained from the Fair Office.
2. Event Insurance may be purchased through the California Fair Services Authority at the fair office.
3. ALL Events must have the proper limits of insurance and a Certificate of Liability naming the 13th District Agricultural Association as an additional insured and must be on file at the fair office prior to the event taking place.

ITEMS NOT PROVIDED BY FAIR:

1. Tenants must furnish their own ashtrays.
2. Tenants must furnish their own ladders.
3. Tenant must furnish their own table and stage skirting unless other arrangements have been made.

KITCHEN FACILITIES:

1. All buildings have kitchens with stoves, refrigerators, sinks etc. with the exception of the Flower House. Tenant's ARE NOT to use warming plates for cooking of any food or as a grill.
2. No sternos shall be used to heat food without prior approval by the State Fire Marshal's Office.

MARQUEE INFORMATION:

1. Each building has a still marquee available to advertise your event (between 20 to 25 letters are available depending on the building rented).
2. We offer event advertising on the Digital Marquee Sign located on the corner of Franklin and Garden Highway. Additional fees apply. Information and application available at www.ysfair.com

MISCELLANEOUS:

1. Management reserves the right to deny privileges or access to persons breaking any of these rules.
2. Facility rental does not include lawns or garden areas unless specified on the rental agreement.

PETS:

1. Pets are not allowed on the fairgrounds during rental events except for Service Animals and animal type events.
2. Service animals are welcome. Service animals are animals that are individually trained to perform tasks for people with disabilities – such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting a person who is having a seizure, or performing other special tasks. Service animals are working animals, not pets. All other animals/pets are prohibited.
3. Unauthorized animals seen on the grounds will be removed and transferred to the local animal shelter or a local boarding facility at the owner's expense.

RENTAL AGREEMENT:

1. Tenants whose signature appears on the Rental Agreement must be 21 years old as of date of event.
2. The individual whose signature appears on the Rental Agreement is responsible for fees and charges related to event.
3. No Rental Agreement is valid without the signature of the Tenant and Manager of the Fairgrounds.
4. No tenant may gain access to facility unless a signed Rental Agreement is on file at the Fair Office, and all fees and other requirements have been met.
5. Submission of a Facility Reservation Form does not indicate a contractual agreement for use of facilities.
6. Rental Agreement must specify exact activities to be held during tenant's event. If any hazardous events are to be incorporated into tenant's event, the activity must be listed on contract. See Hazardous events.

RESTROOM MAINTENANCE:

1. Custodian duties do not include maintaining restrooms. Tenant is responsible for keeping paper towels in garbage cans, sinks clean of paper and other items.
2. Prior to your event, all restrooms will be stocked with paper supplies. For events lasting more than 1 day, Fair will restock supplies daily.
3. Custodian will supply extra garbage bags upon request. Tenant is responsible for removing full bags of garbage from the cans. Tenant is to place full bags outside building by kitchen and custodian will remove them.

SET UP/DISMANTLE:

1. Set up day prior to the event must be PRE-ARRANGED. Weekend setups will be equal to a half-day rent. Weekday set ups will be \$150 for all halls except MXB is \$250. Setup times are 8 am – 3:30 pm. Set up after 3:30 pm on weekdays will entail a cost of \$30 per hour up to 10 pm.
2. Heating and cooling will not be provided during set up/dismantle days. A minimal amount of lighting will be turned on during set up/dismantle days.
3. Fair Staff is available to set up and/or dismantle for tenant's event at a charge of \$55 per hour. THIS MUST BE PRE-ARRANGED. This includes DJ, Caterer, Etc. Tenant MUST provide the Fair Office with a floor plan when returning the signed contract.
4. Changes to floor plan must be made 30 days prior to event in writing and must be approved by the State Fire Marshall.

SOUND:

1. Maximum sound level is 90 decibels at 100 feet from the stage. Decibel readings will be monitored by Fair Event Staff.
2. Music must cease 15 minutes prior to the scheduled event end time.

SUPERVISION:

1. Tenant is responsible for providing supervision of children and people attending tenant's event. In the event that Fair Staff must supervise children or people (this includes having to inform children or people to remain inside the tenant's rented facilities), tenant will be charged for labor at the current rate.