



Fairgrounds

Arenas and Facilities

- **Morgan County Policy for Fairgrounds Arenas and Facilities**
- **Morgan County Fairgrounds Rental Agreement Application and Permit**
- **Morgan County Fairgrounds Rules**
- **Morgan County Fairgrounds Rental Rates**

If you would like to rent an arena or facility at the Morgan County Fairgrounds you will need to submit a “Rental Agreement Application and Permit” form. Please carefully read the “Policy for Fairgrounds Arenas and Facilities” and the “Fairgrounds Rules”.

The application and deposit need to be turned in 30 days prior to your event. Please allow 10 business days for processing. Upon review of your application, if accepted, you will be asked to sign a written contract, show proof of insurance, if applicable, and pay all rental fees. Any additional fees, permits or licenses shall be due a minimum of seven days prior to the event. Please call if you have any questions: (801) 845-4030 or (801) 845-4032.

We look forward to working with you on your event.

Those making reservations will be required to complete and sign a Rental Agreement Application and Permit Form, and provide proof of insurance if applicable. This form can be obtained in the Extension Office.

Application Process

A Rental Agreement Application and Permit form shall be fully completed and submitted along with the required deposit to the Treasurer's Office at least 30 days prior to the scheduled event. Appropriate County departments will review each application. Involved departments may impose appropriate conditions and requirements to protect the health, safety, and welfare of the public. Please allow 10 business days for this process. Upon acceptance of the application a contract between the County and the applicant will be signed and all rental fees must be paid. Seven days prior to the event proof of required permits, licenses and insurance, if applicable must be shown, and all additional fees must be paid. This will be handled through the Morgan County Treasurer's Office.

Possible Conditions or Requirements:

A. Safety:

- Emergency vehicle access
- Fire protection
- Police officers
- Emergency medical services, including ambulance and medical personnel
- A security plan to be approved by the sheriff's office
- Use of barricades, cones, no parking signs, etc.
- Internal security, crowd control
- Lighting, special electrical needs
- Traffic and parking regulations
- Other public safety issues

B. Health Sanitation and Environment:

- First aid supplies and assistance
- Trash containers
- Toilet and sanitary facilities
- Other health and sanitation issues
- Elimination
- Odor prevention
- Noise prevention
- Lights
- Other concerns

License, Permits and Insurance

A business license may be required, as determined by the County Clerk's Office.

Food Booth rental for concessions, other than non-profit organizations, require a business license and Utah State Sales Tax Certificate and number.

Events lasting over 2 hours with expected attendance of over 500, must apply for a Mass Gathering permit through the Health Department.

A Food Handlers Permit is required for rental of food booths.

The applicant of the following types of special events shall provide liability insurance, with minimum limits of \$1,000,000.00 per occurrence. The County, its officials, officers, employees, and agents shall be named as additional insured's:

- Concerts
- Dances
- Events involving animals
- Events when the applicant brings its own equipment such as trampolines, rides, games, etc.
- Carnivals
- Truck pulls, motorcycle events, etc.
- Other events as determined on a case by case basis for the health, safety and welfare of the County or its residents.

Fee

The applicant shall pay all rental fees, as established by the county, due upon acceptance of application. A business license fee, if required and any additional fees are due a minimum of seven days prior to the event.

Additional fees may be incurred with the need of any of the following:

- Ambulance and emergency medical technicians
- Police officers
- Barricades
- Additional grooming of arenas
- Rock picker
- Special lighting and or electrical work
- Other goods or services

Fees for special lighting, electrical work, or for other goods/services must be paid prior to the commencement of the work for the special needs. These fees shall be assessed to applicant based on County's actual cost.

Deposit

No deposits are required for hourly rental.

A deposit in the amount established by the County is required to be paid at the time of application. Facilities will not be made available until deposit has been made.

Before and upon completion of the event, the Grounds Supervisor will inspect the area. If it is verified that all grounds and facilities are clean and free of damage and all conditions have been met, the deposit shall be returned. If any property is left unclean or damaged during use, the person or group that made the reservation will be responsible for cleaning or repairing

damage, or for paying all costs incurred for the clean-up or repair, within 48 hours after their event, (unless special arrangements have been made with the Grounds Supervisor). Scheduled events may preclude access to areas in need of repair; this will be taken into consideration.

Prohibitions

No alcohol or drugs, in any form, may be possessed nor consumed on County Fairgrounds property as per Morgan County Ordinance No. CO-00-05. Smoking is prohibited as per the Weber-Morgan Board of Health Regulations on smoking in outdoor public places. No lighted candles, flammable materials, explosives, or fireworks may be brought into nor used in any County indoor facility. Applicants shall be required to comply with and obey all laws, rules, regulations, and ordinances, whether Federal, State, or county, including the County noise ordinance.

Liability

Morgan County shall not be liable for damage claims due to injury to persons or property from any cause related to the occupancy of the premises by the renter, including those arising out of damages or losses occurring on other areas adjacent to the premises during the term of the agreement or any extension of term. The Renter shall indemnify Morgan County from any and all liability, loss or other damage claims or obligations resulting from any injuries or losses of this nature.

Morgan County Fairgrounds Rental Agreement Application & Permit

Today's Date: _____
Date of Event: _____ to _____
Time(s): _____ A.M. _____ P.M. to _____ A.M. _____ P.M.
Type of Event: _____

Facilities Requested For Event:

Please mark all applicable. Use separate sheet if necessary.

- | | | |
|----------------------|--------------------|---------------------------|
| Large Main Arena | Main Arena Lights | North HS Arena |
| Small Food Booth | Main Food Booth | Bowery |
| Ambulance Service | Exhibit Building | East Parking Lot |
| Grass Area / Grounds | Tractor | North Parking Lot |
| Security | Livestock Facility | Rock Picker / Black Widow |

Approximate Number of People Attending: _____

Responsible Party:

Name: _____

Address: _____

Home Phone: _____ **Cell:** _____ **Office:** _____

Email: _____ **Fax:** _____

Company or Organization: _____

Morgan County will review the request for this Event to ensure that your rights and the rights of others can be maintained. Upon review, there may be conditions of approval attached to this permit. You must comply with any and all conditions to conduct this event. Please allow ten business days for processing.

The undersigned acknowledges that the information in this application is true and correct and agrees to adhere to all rules, regulations, and policies established by Morgan County. Applicant also understands that an Event Permit does not authorize any violation of the provisions of Morgan County Code or any other code or law, rules, regulations or ordinances. The undersigned agrees to waive and release all rights and claims that might be had against Morgan County; its employees, officers, boards, or agents.

Signature of Applicant: _____

For Office Use Only

All Morgan County Depts. that are affected will be consulted. Special conditions or concerns may be attached to approved permit.

Fairgrounds Board _____ Grounds Supervisor _____ Public Safety _____
 Public Works _____ Co. Attorney _____ Treasurer _____ Ambulance _____ Co. Clerk _____

Approved by: _____ Date: _____
 Denied by: _____ Date: _____
 Comments: _____

Deposit Required: _____ Fees Required: _____
 Business License _____ Food Handler's Permit _____ Mass Gathering Permit _____

Deposit Paid _____ **Date** _____ **Fee Paid** _____ **Date** _____

Morgan County Fairgrounds Rental Rates*

Rental	Description	Rental Rate	Deposit
Main Arena	Rental includes a prepared arena. Metered utilities are extra with payment due before deposit is released. For hourly rental the arena is taken as is, utilities are included. The area must be left clean and free from damage. No deposit required for hourly rental. No maintenance available on Sundays	8 AM-4 PM \$200 4 PM-11 PM \$200 8 AM-11 PM \$300 Add day or night \$175 Add day & night \$275 Per hr. rental \$30 (limit 4 hrs.) Metered utilities extra	\$500.00 Refundable following inspection by Grounds Supervisor
North HS Arena	Rental includes a prepared arena. There are no lights on this arena. For hourly rental the arena is taken as is. The area must be left clean and free from damage. No deposit required for hourly rental.	Per hr. \$15.00 (Limit 4 hours) Daily \$100	\$500.00 Refundable after inspection by Grounds Supervisor
Exhibit Building	Rental includes use of the main area, kitchen and rest room. Metered utilities are extra with payment due before deposit is released. Building must be left clean and free from damage, all trash removed and floors swept.	Daily \$100 Each additional day \$75 Monthly rate \$1800 plus monthly billed utilities Hourly \$15.00 per hour (limit 4 hours)	\$500.00 Refundable following inspection by Grounds Supervisor Deposit for monthly rental--\$1800
Main Food Booth	Rental includes bowery and utilities. Booth must be left clean and free from damage. Counters and floors washed, trash removed, all leftover food removed from refrigerators, grille area cleaned and de-greased.	Daily \$100.00 Hourly \$15.00 per hour (limit 4 hours) Food preparation without selling \$30.00 per day	\$500 Refundable following inspection by Grounds Supervisor
Small Food Booths	Rental includes bowery and utilities. Booth must be left clean and free from damage. Counters and floors washed, trash removed, all leftover food removed	Daily \$50.00	\$500 Refundable following inspection by Grounds Supervisor
All other areas	Rental includes Ray Little Education Livestock Pavilion, grass area, bowery and grounds. All areas must be left clean and free from damage. All trash picked up and hauled away.	\$15.00 per hour or \$50.00 per day Utilities \$5 per hour	\$500 Refundable following inspection by Grounds Supervisor
Rock Picker	Commercially rented equipment, non-County	\$375	No deposit required

No Sunday Maintenance

**All rental rates listed on this document are exempt during the Morgan County Fair. **Rates for the Fair to be established by the Fair Board. *These rates apply when making a reservation for the exclusive use of the arenas and picnic areas for a period of time, otherwise there is NO CHARGE. It is expected that all areas will be left in the same or better condition after use.

Fairgrounds Rental Rates for Non-Profit Groups*

Rental	Description	Rental Rate	Deposit
Main Arena	Rental includes a prepared arena. Metered utilities are extra with payment due before deposit is released. For hourly rental the arena is taken as is, utilities are included. The area must be left clean and free from damage. No deposit required for hourly rental. No maintenance available on Sundays	8 AM-4 PM \$200 4 PM-11 PM \$200 8 AM-11 PM \$250 Add day or night \$175 Add day & night \$225 Metered utilities extra Per hr. rental \$30 (limit 4 hrs., includes utilities)	\$500.00 Refundable following inspection by Grounds Supervisor
North HS Arena	Rental includes a prepared arena. There are no lights on this arena. For hourly rental the arena is taken as is. The area must be left clean and free from damage. No deposit required for hourly rental.	Per hr. \$15.00 Daily \$100 No charge for non-profit groups if renting Main Arena.	\$500.00 Refundable after inspection by Grounds Supervisor
Exhibit Building	Rental includes use of the main area, kitchen and rest room. Metered utilities are extra with payment due before deposit is released. Building must be left clean and free from damage, all trash removed and floors swept.	Daily \$100 Each additional day \$75 Monthly rate \$1800 plus monthly billed utilities	\$500.00 Refundable following inspection by Grounds Supervisor Deposit for monthly rental--\$1800
Main Food Booth	Rental includes bowery and utilities. Booth must be left clean and free from damage. Counters and floors washed, trash removed, all leftover food removed from refrigerators, grille area cleaned and de-greased.	Daily \$100.00 Hourly \$15 per hour (limit 4 hours) Food preparation without selling food \$30.00 per day	\$500 Refundable following inspection by Grounds Supervisor
Small Food Booths	Rental includes bowery and utilities. Booth must be left clean and free from damage. Counters and floors washed, trash removed, all leftover food removed.	Daily \$50.00	\$500 Refundable following inspection by Grounds Supervisor
All other areas	Rental includes Ray Little Education Livestock Pavilion, grass area, bowery and grounds. All areas must be left clean and free from damage. All trash picked up and hauled away.	\$10.00 per hour or \$30.00 per day	\$500 Refundable following inspection by Grounds Supervisor
Rock Picker	Commercially rented equipment, non-County	\$375	No deposit required

** No Sunday Maintenance *Morgan County Horse 4-H to pay \$200.00 per year to cover all practice times and shows.**All rental rates listed on this document are exempt during the County Fair. Rates for the Fair to be established by the Fair Board. ** Morgan Lions Club will be exempt from all rental rates, but will be required to pay deposits and utilities.**These rates apply when making a reservation for the exclusive use of the arenas and picnic areas for a period of time, otherwise there is NO CHARGE. It is expected that all areas will be left in the same or better condition after use.

**Event Rate for rental of the entire Fairgrounds,
not to exceed three days:**

\$500.00 plus metered utilities

\$1,500.00 deposit, refundable following inspection by Grounds Supervisor

All areas must be left clean and free from damage and all previously stated conditions and requirements apply.