

Approved by the Gallatin County Fair Board on February 20, 2017.

1. Building Tours:
 - 1.1 Tours of any facility are available upon request Mon-Fri 8am-5pm. Tours may be conducted by any staff member.
2. Pricing:
 - 2.1 Rentals of facilities are calculated by two methods: either day rate or hourly rate.
 - 2.2 Set up rates are available.
 - 2.3 No discounts.
 - 2.4 Each rental includes 5 tables & 30 chairs.
 - 2.5 Equipment:
 - 2.5.1 Equipment rental off grounds is unavailable.
 - 2.5.2 Limited equipment available for onsite rental; see pricing sheet.
 - 2.5.3 Limited labor available; see pricing sheet.
3. Inclusions:
 - 3.1 When you rent a facility, all structural amenities of that facility are included.
4. Ticketing:
 - 4.1 The Fairgrounds does not operate a box office at this time.
5. Hold/Contracting:
 - 5.1 No holds, no deposits; see #6: Payment.
 - 5.2 Contracts must be returned within 15 business days from date of issue. Contracts not signed within this term shall be null & void. All addendum materials (insurance, concessionaire permitting, license, etc.) follow same term.
 - 5.3 Clientele with outstanding debt to Gallatin County Fairgrounds shall not be issued a new contract.
6. Payment:
 - 6.1 Lessees with credible Fairgrounds credit history shall be invoiced following the event.
 - 6.2 Lessees with no credit history will be required to pay a down payment and will be invoiced all remaining fees after event.
7. Insurance:
 - 7.1 Lessee shall carry commercial general liability insurance that is acceptable to Lessor and that names "Gallatin County, Montana" as an additional insured. Endorsements must be on a primary and non-contributory basis. Certificates of insurance evidencing the above and any other insurance requirement herein must be supplied to Lessor at least 30 days prior to the start of the lease term.
 - 7.2 For all events involving alcohol distribution or sales, and for any other event at Lessor's discretion, coverage must be provided in a minimum amount of \$1.5 Million per Occurrence and Aggregate.
8. Cancellation Policy:
 - 8.1 Lessee may cancel event more than 60 days from start of contract and receive a full refund of any down payment. Events cancelled 60 days or less from start of contract shall forfeit an amount equal to 1 full day's rent of the premises or the down payment, whichever is greater.
 - 8.2 If Lessee rents the premises based on an hourly rent, rather than a daily rate, Lessee must give 24 hour notice of cancellation to Lessor; if this notice is not received, Lessee will be charged for the scheduled hours.
 - 8.3 Any refunds to customers shall be made within 45 days.
9. Cleanup:
 - 9.1 Event lessee is responsible for all cleanup to return facility back to its original condition.
 - 9.2 Trash receptacles are provided.
 - 9.3 Cleanup procedures are provided.

10. Collections:

- 10.1 Lessees owing payment past 90 days of original invoice date shall receive a letter from the general manager requesting payment. Such correspondence will be copied to the Gallatin County attorney's office.
- 10.2 Lessees failing to settle the original invoice past 180 days will be referred to a collections agency.
- 10.3 Lessees with unpaid balances shall be unable to lease any additional space at the Fairgrounds until such balances are paid in full. Further, lessees returning to rent space will be required to post full rental fees upon contract signing.

11. Food and non-alcoholic beverages:

- 11.1 All food and beverages served shall comply with Gallatin City-County Health Department regulations. Food prepared on site requires a State of Montana Food Purveyors License.
- 11.2 Food sold must be through a Fairgrounds-approved concessionaire and will be required to remit the required percentage of gross sales to the Fairgrounds.
- 11.3 Caterers serving to an event where food is offered free to event guests are not subject to the concession fee.
- 11.4 Fees do not apply to potlucks. Lessee is responsible for all attendees' health and welfare.

12. Alcohol:

- 12.1 No alcoholic beverages shall be brought onto the Fairgrounds unless the following criteria are met:
 - 12.1.1 Any event planning to serve or sell alcoholic beverages are approved with their dually signed contract. All State of Montana, Gallatin County and City of Bozeman laws apply.
 - 12.1.2 Lessee must provide security to any event serving alcohol. Should an event fail to provide approved security for their event, it will be viewed as a violation and will be terminated immediately.
 - 12.1.3 No glass containers are allowed.
 - 12.1.4 Note insurance requirements in #7.2: Insurance.

13. Equestrian:

- 13.1 Open Riding:
 - 13.1.1 Open riding available daily when arenas are available. Anderson Arena, Performance Arena and Indoor Arena – check website for availability.
 - 13.1.2 Rate per rider, one fee per day, unlimited head; ride as many hours as available.
- 13.2 Equestrian Rentals:
 - 13.2.1 Should weather interrupt riding in Anderson Arena, the Indoor Arena may be available.
 - 13.2.2 Equestrian rentals in Anderson Arena (excluding ticketed events) may cancel up to 24 hours prior to use of arena. Cancellations within 24 hours of use will be liable for event fees except under weather interruptions.

14. Time Between "Like" Events:

- 14.1 If there is a conflict between two events that are very similar in nature, Fairgrounds Management has the authority to determine a specified time between like events. "Like" is defined as events that may compete for like product sales/events.
- 14.2 This time period will be no less than three full weekends between "like" events held on the Fairgrounds. Management shall determine the time period allotted based on best interests of the Fairgrounds and existing lessees.

15. Security:

- 15.1 The Lessee is responsible for attendees, participants and security related to its event. No security will be provided by the Fairgrounds.
- 15.2 For security consultation contact Lt. Jeff Wade at the Gallatin County Sherriff's Office at 406-585-2130.

16. Standard operating hours:

- 16.1 Standard operating hours for events shall be 8am-10pm. Events needing to operate outside of these standard hours shall work with Fairgrounds Management and may incur additional fees.

17. Noise:

- 17.1 Lessees holding events with noise production (amplification devices, motor sports, sporting events) shall abide by this schedule:
 - 17.1.1 Sunday – Thursday: noise shall conclude no later than 10 p.m.
 - 17.1.2 Friday – Saturday: noise shall conclude no later than 11 p.m.