



**Douglas County Fairgrounds Complex**  
 2110 SW Frear Street, Roseburg, OR 97471  
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[www.douglasfairgrounds.com](http://www.douglasfairgrounds.com)



**Facility Rental Schedule "A"**  
**As of July 1, 2009**

<b>BUILDING</b>	<b>GENERAL INFORMATION</b>	<b>Daily Rate</b>
<b>Building Rentals include 100 chairs, 15 tables, no other ancillary items</b> <b>Ingress and Egress (setup/tear down) days do NOT include heat or A/C</b> Renters may add heat or A/C for an additional \$115.00 per day Building rates include normal sweeping, vacuuming carpet and mopping by Complex staff		
<b>CONFERENCE HALL</b>	(13,475 sq. ft.) Seating: 902 Audience 664 Banquet Ingress/Egress	<b>1080.00</b> <b>370.00</b>
<b>CASCADE HALL</b>	(4,605 sq. ft.) Seating: 310 Audience 176 Banquet Ingress/Egress	<b>450.00</b> <b>155.00</b>
<b>UMPQUA HALL</b>	(4,547 sq. ft.) Seating: 305 Audience 176 Banquet Ingress/Egress	<b>450.00</b> <b>155.00</b>
<b>PACIFIC HALL</b>	(4,322 sq. ft.) Seating: 287 Audience 168 Banquet Ingress/Egress	<b>450.00</b> <b>155.00</b>
<b>CASCADE WEST (MONDAY-THURSDAY)</b>	Includes Fairgrounds set-up, tables, chairs, AV and water service (Hourly rate with 4 hour minimum) (2,661 sq. ft.) Seating: 178 Audience 104 Banquet 128 with no bar etc.	<b>65.00/hr</b>
<b>CASCADE WEST</b>	Daily - Meeting Room Only Seating: 178 Audience 104 Banquet	<b>290.00</b>
<b>CASCADE EAST (MONDAY-THURSDAY)</b>	Includes Fairgrounds set-up, tables, chairs, AV and water service (Hourly rate with 4 hour minimum) (1943 sq. ft.) Seating : 132 Audience 80 Banquet	<b>65.00/hr</b>
<b>CASCADE EAST</b>	Daily - Meeting Room Only Seating: 132 Audience 80 Banquet	<b>290.00</b>
<b>DOUGLAS HALL</b>	156'x156' (24,336 sq. ft.) Seating: 2,500 Audience 1,500 Banquet Ingress/Egress	<b>800.00</b> <b>250.00</b>
<b>EXHIBIT BUILDING</b>	(12,000 sq. ft.) Seating: 800 Audience 650 Banquet Ingress/Egress	<b>450.00</b> <b>135.00</b>
	(28,000 sq. ft.) Seating: 2500 Audience 1000 Banquet Ingress/Egress	<b>900.00</b> <b>270.00</b>
<b>FLORAL BUILDING</b>	60'x 60' (3,600 sq. ft.) Seating: 240 Audience 145 Banquet Ingress/Egress	<b>300.00</b> <b>90.00</b>
<b>DORMITORY</b>	80'x 30' (2,400 sq. ft.) Seating: 125 Audience 70 Banquet Ingress/Egress Hourly Rate	<b>150.00</b> <b>60.00</b> <b>35.00/hr</b>
<b>OUTSIDE SPACE</b>	PER SQ. FT. /EVENT IN CONJUNCTION WITH OTHER COMPLEX FACILITY RENTAL	<b>1.15</b>
<b>BACK-STAGE</b>	18'x40' (624 sq. ft.) (plus 2 small rooms 180 sq. ft. each) Hourly Rate	<b>50.00/hr</b>
<b>FOOD COURT</b>	Daily Rate	<b>115.00</b>
<b>KITCHENS</b>	Daily Rate Douglas Hall Daily Rate Pavilion (Meeting only \$40) (For events not selling or catering and as approved by Management)	<b>110.00</b> <b>80.00</b>
<b>GRANDSTANDS</b>	300'x 200' Seating: 5,000 (Concessions Managed by Complex) Daily Rate Ingress/Egress LOWER MEZZANINE Ingress/Egress	<b>1,525.00</b> <b>500.00</b> <b>350.00</b> <b>110.00</b>
<b>RACE TRACK</b>	TRACK ONLY PIT OFFICE	<b>600.00</b> <b>65.00</b>

<b>PARKING LOTS</b>	Daily Rate	650.00
	Ingress/Egress	320.00
	Hourly Non-Profit	30.00
	Hourly Commercial	40.00
	Parking lot with Grandstand Mezzanine rental	685.00
<b>UMPQUA PARK AMPHITHEATER</b>	Daily Rate VS. 10% Ticket Sales WHICHEVER IS GREATER	1750.00
	NOVELTIES [User provides sellers]	25%
<b>R.V. PARK</b>	50 Spaces with electrical & water hookups. Maximum stay 14 days (Drive through spaces #25-#31) Showers, Restrooms, Dump Station Available on Grounds	20.20/night
	TENTS, maximum stay 2 days (Rates include 1% State lodging tax)	20.20/night
	DUMP STATION (Per Dump)	3.00
<b>ON GROUNDS CAMPING</b>	Only in connection with show event on the premises <i>PRIOR ARRANGEMENTS WITH FACILITY MANAGEMENT REQUIRED;</i> <i>To include show collection agreement</i> <i>All drive-through gates are locked from 11:59pm – 8am</i> DRY CAMP WITH POWER HOOKUP (Limited Number Available) (Rates include 1% State lodging tax)	15.15/night 20.20/night
<b>STORAGE</b> Oct. to Mar.	BOATS & TRAILERS (Under Grandstands- Height Limitation: 9' & under) Length - 20' & Under \$25; Length – 21' to 30' \$30; Length - Over 31' \$35	Monthly Rate
<b>HORSE STALLS</b>	120 Total Stalls (A-BARN 58 stalls 8x12) (B-BARN 62 stalls 12x12)	
	HORSE SHOW stall rental	15.00/night
	TRANSIENT stall rental	20.00/night
	Monthly Stall Rentals: Requires 1st month (non-refundable) \$95 refundable deposit and proof of vaccination.	
	HORSE STALL (Monthly) TACK STALL (Monthly)	85.00 70.00
<b>HORSE ARENAS</b>	River Arena 104'x 250' sq. ft. Seating: 600+	
	Pavilion: 100'x 200' sq. ft. Seating: 400+ Permanent Bleachers	
	Lower Arena: 105'x 240' sq. ft. Seating: 900+ Permanent Bleachers	
	Non-Equestrian Events (with <b>paid</b> spectators)	500.00
	Non-Equestrian Events (with <b>free</b> admission)	450.00
	Ingress/Egress	140.00
	Livestock Holding	90.00
	*NOTE: HOURLY RATES ARE FOR ANY PORTION OF AN HOUR	
	<u>Saturday &amp; Sunday Shows: 8-Hour Minimum/Day</u>	42.00/hr
	<u>Other than Shows: 3-Hour Minimum/Day [Between 8-4pm or 5-11pm only]</u>	42.00/hr
<u>Monday through Friday</u>		
Non-profit clubs and groups: 3-Hour Minimum	32.00/hr	
Commercial/For Profit Activities: 3-Hour Minimum	37.00/hr	

**RENTAL HOURS:** Buildings and Arenas rental hours are from 8:00 AM up to 11:59 PM. Anyone in the building(s) or arenas before 8 AM or after Midnight, the event will be charged \$40/hour for any portion of an hour.

**LICENSE DEPOSITS:** One-half of the contract total is due upon execution of the agreement, and is NON-REFUNDABLE. The balance and security deposit is due and payable 30 days prior to the event.

**SECURITY DEPOSITS:** A refundable security deposit is required for buildings \$100, \$150 for equine/livestock events or \$500 for track events.

# Douglas County Fairgrounds Complex

## Ancillary Rental Schedule "B"

As of July 1, 2009

Costs are per unit (each) for the full event unless otherwise noted.

Equipment	Rate	Food Service Items	Rate
Tables - 2 ½' x 8'-seats 8      6' round - seats 10	8.00	Coffee Maker (100 cup)	16.00
Tables - Mity-Lite – 6' x 2' or 8' x 2' ( <i>CCH only</i> )	8.00	Coffee Service per gal. \$10 (3 Gal. minimum ) 3 gallons serves 28 cups of 12 oz. coffee	30.00
Table Dressed (Table, tablecloth, skirt assembled)	20.00	Cash Register (per event)	25.00
Table Cloths	3.00	Sneeze Guards (per table)	16.00
Chairs	1.00	Single Keg Dispenser	25.00
Crowd Control Stanchions (with or without ropes)	12.00	Chafing dishes (4" pan & sterno)	10.00
Coat Racks	11.00	Portable Warming Oven	20.00
Podium	28.00	<b>Electronics</b>	<b>Rate</b>
Piano (User responsible for tuning)	55.00	Screen 7' x 6' or 8' x 8' ( <i>CCH only</i> )	N/C
Flags (U.S. & Oregon, upon availability)	N/C	Overhead Projector ( <i>CCH only</i> )	10.00
Pipe & Drape Booth (8' x 10' or 10' x 10') 3-sided - Includes 1 power Outlet	36.00	CD Player	22.00
Pipe & Drape 10' Running Section (room dividers-no power) with or without drape	10.00	Cassette Player	11.00
Portable Stage (10' x 24')	110.00	Public Address System & 1 mic.	55.00
Portable Stage (4' x 8') ( <i>CCH only</i> )	21.00	Microphone (Cord, Cordless or Lapel)	23.00
Portable Peg Board Panels (4' x 8' & 2' x 8')	11.00	Microphone Boom Extension	11.00
Portable Risers (4' x 8' & 6' x 8' - 12" & 18" high)	22.00	Multi Media Projector (power point) ( <i>CCH only</i> ) Need screen size	45.00
Portable Dance Floor 20' x 20' ( <i>CCH only</i> )	300.00	Monitor w/DVD/VCR ( <i>CCH only</i> )	40.00
Large Wedding Money Tree	10.00	Internet High Speed Access	25.00
Ticket Booth (2-windows)	83.00	<b>Special Services</b>	<b>Rate</b>
Bleachers (1 section seats 50 people)	55.00	Forklift & Operator	55.00/hour
Barricades 45" x 8'	11.00	Labor Rate	36.00/man/hr
		Overtime Rent Rate	40.00/hr
Small table for projector or laptop	N/C	Power Drop (220 Volt, 50 Amp)	62.00
		Arena Drag & Operator	55.00/hour
		Outside Space (per sq. ft.)	1.15
<b>ADVERTISING OPPORTUNITIES</b>			
Marquee Message Sign Additional week 7 days ~ Maximum 14 days. May not be pro-rated to less than 7 days). Events scheduled at the Fairgrounds Complex and open to the general public will be advertised on the Marquee sign one week prior to event date.			200.00
Grandstand Banner Rate includes installation and removal. (14 days) Banner size and placement to be determined by Staff Management.			850.00

# Douglas County Fairgrounds Complex

## General Information Schedule "C"

As of July 1, 2009

### BUILDINGS

Rental hours are from 8:00 a.m. up to 11:59 p.m.

<b>SET-UP</b>	User will do own set-up. Any set-up done by the Fairgrounds staff will be charged at the current labor rate per man hour. Set-up diagram must be submitted minimum of two weeks prior to event date. Decorating to be done by User.
<b>TEAR-DOWN</b>	User is responsible for wiping down and stacking tables and chairs and pick up all large debris. See cleaning instructions provided with agreement.

### ARENAS

<b>PAVILION</b>	Arena panels must be restored to original set-up after your event. User will be charged the current labor rate if Fairgrounds staff has to re-set panels or clean livestock holding areas of excess debris.
	Pavilion upstairs office included in Pavilion arena rent.
<b>WEEKENDS</b>	1 Day Shows, User has first right of refusal to pay 8 hour minimum.
	2 Day Shows, Fairgrounds reserves the right to bump licensee.
<b>STALLS</b>	Show Stalls - User responsible for opening and collecting fees for stalls. Check out stall key at Fair Office. User will be billed \$15.00 per day / per stall used after the show.
	Reserved Stalls - Must be paid in advance. No refunds for unused stalls.
<b>CLUBS</b>	Must provide non-profit status of organization for non-profit rate.
	User will be charged for no show. Minimum of 5 work days notice prior to event day to cancel.

### PARKING LOTS

- ◆ User cleans up parking lot.
- ◆ Any damage to asphalt or dirt will be billed to User. No stakes in asphalt or dirt.
- ◆ User to provide portable toilets
- ◆ No power provided. [Extra charge for power drop]

### NOVELTIES

- ◆ User to pay fairgrounds 25% of all gross novelty sales at conclusion of event.
- ◆ Arrangements to be made at Fair Office prior to event and final settlement.

### FOOD & BEVERAGE

*Food & Beverage brought onto the Fairgrounds property must have written permission from Management.*

<b>CONCESSIONS</b>	User must select from Approved Concessionaires list.
	Fairgrounds providing concessions requires guaranteed sales averaging \$50/hour for a 4 hour minimum of operation. Concessions & alcohol operated by Complex, user shares no revenue.
	User may provide own concessions, must contact Fair Office not less than 30 days prior to event date for clearance. User must have temporary day permit from, DC Health Dept. 464-3820, if open to public. User must also have Public Liability insurance that includes "product liability" coverage.
<b>CATERING</b>	User must select from Approved Caterer list. Must call Fair Office not less than 30 days prior to event date with name of caterer. Fairgrounds catering must call Dan Hults 975-7704 or Kim Perry at 440-4425 with menu choice and head count. A 15% gratuity charge will apply to all Fairgrounds catered events.
<b>ALCOHOL</b>	Alcohol (beer, wine, hard liquor) provided by Complex, requires guaranteed minimum sales of \$300.
	User may provide own alcohol beverages, must provide a certificate of insurance for "host liquor liability" minimum of \$500,000, and a signed Complex Liquor Policy form.