



Douglas County Fairgrounds Complex

2110 SW Frear Street; Roseburg OR 97471

Phone: (541) 957-7010 Fax: (541) 440-6023

douglasfairgrounds.com



Effective: July 1, 2017 ** Rates Subject to Change

Building rentals include: 100 chairs and 15 tables

Setup & Tear Down days **do not** include heat or A/C it is an additional \$120.00 per day

Building rates include normal sweeping, vacuuming carpet and mopping by Complex Staff

Facility Rental "Schedule A"

Building	General Information	Rate
Back-Stage	624 sq feet (18' x 40') plus 2 small rooms 180 sq ft each	\$53.00/hr
Conference Building (Cascade, Umpqua, Pacific)	13,475 sq feet Audience Seating: 902 Banquet Seating: 664	\$1,450.00
	Setup & Tear Down Day :	\$400.00
Cascade Hall (Conference Hall)	4,605 sq feet Audience Seating: 310 Banquet Seating: 176	\$500.00
	Setup & Tear Down Day :	\$175.00
Cascade East Hall (Conference Hall)	1943 sq feet Audience Seating: 132 Banquet Seating: 80	\$350.00
	Setup & Tear Down Day :	\$175.00
Cascade West Hall (Conference Hall)	2,661 sq feet Audience Seating: 178 Banquet Seating: 104	\$350.00
	Setup & Tear Down Day :	\$175.00
Pacific Hall (Conference Hall)	4,322 sq feet Audience Seating: 287 Banquet Seating: 168	\$500.00
	Setup & Tear Down Day :	\$175.00
Umpqua Hall (Conference Hall)	4,547 sq feet Audience Seating: 305 Banquet Seating: 176	\$500.00
	Setup & Tear Down Day :	\$175.00
Dormitory	2,400 sq feet (80' x 30') Audience Seating: 125 Banquet Seating: 70	\$160.00
	Setup & Tear Down Day :	\$65.00
Dormitory Meeting Use	2,400 sq feet (80' x 30') Audience Seating: 125 Banquet Seating: 70	\$37.00/hr
	Setup & Tear Down Day :	\$300.00
Douglas Hall	24,336 sq feet (156' x 156') Audience Seating: 2,500 Banquet Seating: 1,500	\$1,000.00
	Setup & Tear Down Day :	\$300.00
Exhibit Building (Full Building Rental)	28,000 sq feet Audience Seating: 2,500 Banquet Seating: 1,000	\$1,150.00
	Setup & Tear Down Day :	\$300.00
Exhibit Building (Half Building Rental)	12,000 sq feet Audience Seating: 800 Banquet Seating: 650	\$575.00
	Setup & Tear Down Day :	\$175.00
Floral Building	3,600 sq feet (60' x 60') Audience Seating: 240 Banquet Seating: 145	\$400.00
	Setup & Tear Down Day :	\$100.00
Garden Park	Daily Rate Included: Regular electrical hookup	\$160.00
	Audience Seating: 5,000	\$1,800.00
Grandstands (Concessions Managed by Complex)	Setup & Tear Down Day for full Grandstands:	\$515.00
	Track w/Pit Office	\$600.00

Building	General Information	Rate
Arenas	Pavilion Lithia Arena 100' x 200' seats 400+ (includes upstairs office) River Arena 104' x 250' seats 600+ (permanent bleachers) Outdoor Arena 105' x 240' seats 900+ (permanent bleachers)	
	Equestrian Events	
	Hourly Rental with a 3 hour min. / 6 hour max.	\$46.00/hr
	Daily Rental (8am - 10pm)	\$370.00
	Livestock Holding	\$95.00
	Setup & Tear Down Days (8am - 5pm)	\$150.00
	Special Events	
Daily Rental	\$550.00	
Horse Stalls	120 Total Stalls A-Barn 58 Stalls 8 x 12 B-Barn 62 Stalls 12 x 12	
	Daily Rate Per Stall	
	Horse Stall (1 Horse per Stall)	\$25.00/night
	Monthly Rate Per Stall	
Horse Stall with Tack Stall	\$115.00	
Kitchens Events not selling/catering & must be approved by management	Douglas Hall Kitchen Daily Rate	\$150.00
	Pavilion Arena Kitchen Daily Rate	\$100.00
Outside Space	Event in conjunction with other complex facility rental	\$1.20 per sq foot
Food Court Pavilion	May only be rented in conjunction with other complex facility rental	\$50.00
Parking Lots	Setup & Tear Down Days	
	Daily Rate	\$340.00
	Grandstands Parking lot w/Grandstand Mezzanine rental	\$685.00
	Setup & Tear Down Day Lower Mezzanine :	\$720.00
R.V. Park 43 Spots w/electric & water 7 Spots w/electric, water, sewer (includes shower, restrooms, dump station)	14 Day Maximum stay- NO Tent Camping at any time Drive through spaces are 25-31	
		\$25.50/night (2% state lodging tax included)
Event Related Camping (Non RV Park users)	Event promotor will be responsible for collection and payment of all event related camping (must be pre-approved)	\$20.40/night
R.V. Park Dump Station	Per Dump Use (If staying in RV Park free)	\$5.00
Storage (October - March) Boats & Trailers under Grandstands	Length 25' including tongue and under max height 9'	\$40.00/month
Umpqua Park Amphitheater	Daily Rate or 10% ticket sales (whichever is greater)	\$1,840.00
	Novelties (User provides sellers)	25%
Umpqua Park	Daily Rate Included: 4 picnic tables, water, & regular electrical hookup	\$55.00
Additional Advertising in conjunction with facility rental (Schedule B)		
Marquee Sign	Additional Advertising beyond the 1 week included with public event rental 2 week additional maximum with a 2 panel limit	\$210.00 per week
Grandstands Banner Rate	Includes: installation & removal; banner size & placement to be determined by Fairgrounds Management	\$210.00

Equipment Request Form

Must be returned 2 weeks prior to event date (Schedule B)

Group Name:		Event Type:	
Contact Name:		Building:	
Phone:	Person In Charge Arrival Time:	Hours Open To Public:	
Setup Date (s):	Time To Be Out:	Admission Fee:	
Event Date (s):	M__ T__ W__ TH__ F__ S__ SUN__	Attendance:	

List the number of items you will need (as close as possible) including the no charge items listed on your agreement for us to have in the building when you arrive for setup. Make sure that you return this at least 2 weeks prior to event date to ensure that we can have equipment and linens available.

THE FAIRGROUNDS DOES NOT PROVIDE LADDERS OR EXTENSIONS CORDS

QTY	EQUIPMENT	RATE	USED	QTY	FOOD SERVICE ITEMS	RATE	USED
	Barricades (45" x 8')	\$12.00			Bar Portable (No Product)	\$48.00	
	Bleachers (per section) (1 section seats 50 people)	\$58.00			Chafing Dishes	\$11.00	
	Chairs	\$1.00			Coffee Service (3 gallon minimum) 3 gallon serves 28 12oz cups	\$11/ Gal	
	Coat Racks (3' long)	\$12.00			Keg Single Dispenser	\$27.00	
	Crowd Control Stanchions and Ropes	\$13.00			Water Service (100 people CCH only)	\$21.00	
	Dance Floor (Portable 20' x 20' CCH Only)	\$315.00		QTY	ELECTRONICS	RATE	USED
	Flags (U.S. & Oregon)	N/C			CD Player	\$23.00	
	Napkins - special order item - various colors	\$0.50			Internet Connection (Hard Wired CCH only)	\$79.00	
	Peg Board Panels Portable (4' x 8') & (2' x 8')	\$12.00			Microphone (Cord, Cordless, Lapel)	\$24.00	
	Pipe & Drape 10' Running Section (room dividers have no power)	\$11.00			Multi Media Projector (CCH only)	\$48.00	
	Pipe & Drape Booths (8' x 10') or (10' x 10') (3 sided with one power outlet)	\$38.00			PA System (includes 1 microphone)	\$58.00	
	Podium	\$30.00			Phone Line	\$79.00	
	Stage 4' x 8' Section (CCH only)	\$22.00			Screen (7' x 6') or (8' x 8') (CCH only)	N/C	
	Stage Portable 10' x 24'	\$116.00			Teleconference Phone	\$105.00	
	Table (small) For Projector or Laptop	N/C			WiFi - Limited Availability	N/C	
	Table Cloths (87" x 87") Square for Rounds	\$3.50		QTY	SPECIAL SERVICES	RATE	USED
	Table Cloths (53" x 114") Rectangular	\$3.50			Arena Drag (includes operator)	\$58/hr	
	Table Dressed (assembled)	\$21.00			Forklift	\$58/hr	
	Table (2 1/2' x 8') Seats 8	\$8.00			Labor Rate Per man, per hour	\$38.00	
	Table 6' Round Seats 10 (seats 8 in CCH)	\$8.00			Outside Space (per sq foot)	\$1.20	
	Tables Mity Lite (6' x 2') or (8' x 2') CCH Only	\$8.00			Overtime Rental Rate (2 hr max) per hr	\$63.00	
	Table Bistro Style (CCH Only)	\$8.00			Power Drop 220 Volt 50 Amp	\$65.00	
	Ticket Booth (2-windows)	\$88.00			Power Drop 5 Amp	\$10.00	

Additional Notes for the Fairgrounds:

Rental hours are 8:00 a.m.- 11:59 p.m. Anyone in the building(s) or arenas before 8:00 a.m. or after Midnight, will be charged \$63.00 an hour, or any portion of an hour, for the first 2 hours. After that there will be a charge for a full rental day. General setup is \$38/hr and may include labor for setting up and taking down of all tables, chairs, and ancillaries.

General Information Sheet (Schedule C)

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

Anyone in the building(s) or arenas before 8:00 a.m. or after Midnight, will be charged \$63.00 an hour, or any portion of an hour, for the first 2 hours. After that there will be a charge for a full rental day.

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 at : \$100/\$150** A refundable security deposit is required for equine/livestock at: \$100/\$150** A refundable security deposit is required for track events at: \$500** **Fairgrounds has discretion to increase/decrease fee depending on event
Setup	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.
Tear Down	User is responsible for wiping down and stacking tables and chairs and will pick up all large debris. See cleaning instructions provided with agreement.
Pavilion	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 hold areas of excess debris.
Stalls	Show Stalls- User responsible for opening and collecting fees for stalls. Check out stall key at Fair Office. User will be billed \$15 per day/per stall used after the show. Reserved Stalls- Must be paid in advance. No refunds for unused stalls. Monthly Stall Rental requires 1st & Last Month rental.
Clubs	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. All Food and Beverage must be paid in full within 10 business days of event.
Concessions	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 shares no revenue with user. 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 Douglas County Health Dept (541-464-3820), if open to the public. User must also have Public Liability insurance that includes "product liability" coverage.
Catering	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 (541-975-7704) or Kim Perry (541-440-4425) with menu choice and head count. A 17% gratuity charge will apply to all Fairgrounds catered events.
Alcohol	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 \$1,000,000 and a signed Complex Liquor Policy Form.