

Contact:

Janet Renzelman
Event Coordinator
970-255-7107
fairgrounds@mesacounty.us

MESA COUNTY FAIRGROUNDS



111109

Private Receptions Weddings Parties



Basic Rental Information Sheet, Policies & Guidelines

Check with the office and the Event Holder's Guidebook for full details

- **Hours:** Our buildings are available for rent from 7:00am to 11:00pm on weekends. All events must conclude promptly at 11:00pm.
- **Fees:** A damage deposit is required to reserve the facility. Rental fees are to be paid in full 30 days prior. The damage deposit is refunded by check from the County after the facility has been inspected for damages.
- **Reservation & Contracts:** A facility application form must be completed, approved by staff, and the damage deposit paid to hold a reservation. The fairgrounds will then issue a rental contract for signature.
- **Food & Beverages:** Catered meals or potluck style food service is allowed. There is a warming kitchen in the Community Building with a convection oven, sink, refrigerator, warming rack, and microwave. No cooking on site. Outdoor grilling is allowed with permission. Dishwashing is not allowed.
- **Alcohol:** Complimentary beer and wine can be served only if the following conditions are met: 1) proof of host liquor liability insurance is established and a certificate issued to the office prior to the event. (This is often done through a homeowners insurance policy of the renter); 2) security officers hired by the fairgrounds and paid for by the renter are present during the reception; 3) all alcohol is kept inside the building; and 4) beer must be served in cans or from a keg. No exceptions. Cash bar arrangements have different requirements. Check with the office on the specifics for your reception.
- **Music/Audio:** Live bands or DJ service is allowed with permission. This must be noted on the rental application form. The fairgrounds has p.a. system to rent for just announcements.
- **Set Up & Clean Up:** Tables and chairs are included in the rental fee. There are no linens or utensils. Room set up and clean up service is available for a fee or renters can do their own. Tables and chairs must be put away in the designated area. Floors must be swept and the trash bundled and left in the designated area in order to receive a full refund of the damage deposit.
- **Bridal or Band Dressing Room:** There is dressing room available for rent.
- **Gazebo:** There is an outdoor gazebo adjacent to the buildings to rent for ceremonies.