

Greenlee County EVENT

RENTAL REGISTRATION



Requirements for Rental

Rental Registration Form Completed and turned into
Greenlee County Events office
1248 Fairgrounds rd building A
PO BOX 123
Duncan, AZ 85534
928-359-2032
fairracing@co.greenlee.az.us

A Certificate of Insurance naming Greenlee County as additional insured submitted to the Events office, two weeks prior to the event.

Two companies that provide event insurance are:
Eventhelper.com and Tenant Users Liability Insurance
Policy online at <https://www.ebi-ins.com/tulip>
Greenlee County's Facility ID number is 0104-007
The facility name: AZ-Greenlee County
address: 223 5th St.

Waiver/Release of Liability Hold Harmless agreement.
Some Events will require every participant to complete one and other events will not be applicable to have a waiver of release.

Deposit, Rental fee, and any misc. fee(s) must be paid to Greenlee County 30 days prior to the event. The deposit will be refunded 10 business days following the event if the key has been returned, all areas have been cleaned, and are free of damage.

A key will be signed out by Greenlee County Events office two days prior to the event. The person signing for the key will be held responsible for the key. The Key must be returned back to the County Events office the following business day after the event.

LESSEE CONTACT INFORMATION



First Name

Last Name

Mailing Address

Address 2

City

State

ZIP Code

Phone

E-mail

EVENT INFORMATION

FUNCTION PLANNED

DATE

START TIME

END TIME

RENTAL

Indoor Building Rentals include restrooms, trash receptacles, use of padded Chairs, 8 ft rectangular folding tables, and option to request Sound system.

Outdoor Rentals include restrooms, and trash receptacles.



Please select the type of rental you would like

- Ramada Rental \$60.00 rent and \$100 deposit
- Building Rental \$60.00 rent and \$100 deposit
- Building and Kitchen Rental
- Kitchen Rental \$120 per day, \$100.00 deposit
- PA Speaker Rental available with indoor rental and Arena Crows nest
- Chair/Table Rental \$2.00 per table, \$15.00 for 50 chairs
- Arena Rental
- Stall Rental \$2.00 per day or \$30.00 for a month
\$25.00 cleaning deposit
- Dry Camping Rental \$5.00 per night, \$3.00 for additional vehicle
- Mud/Sand Volleyball Courts Rental \$120.00 per day,
\$240 Damage Deposit
- Events charging admission to the public \$50.00 or 10% of the Gate



Bar Requested Yes NO

Bar will open same time as the event starting time.

If bar is requested; Lessee agrees to pay the rate of the County Bar tender \$11.00 per hour . This amount will be due to Greenlee County with the rental Fee 30 days prior to the event.

It is the Lessee's Responsibility to be sure NO OUTSIDE ALCOHOL IS BROUGHT ONTO GREENLEE COUNTY PROPERTY. AS A LESSEE, ONE COULD FORFEIT THEIR DEPOSIT AND BE ASKED TO VACATE THE PROPERTY.



Lessee signature and date

Received in Office

30 DAY CANCELTION NOTICE REQUIRED. NO REFUNDS WITH LESS THAN A 30 DAY CANCELTION NOTICE

GENERAL POLICY AND RULES



Greenlee County reserves the right to change any and all rules, regulations and policy whenever due cause warrants a change.

No Alcoholic beverages are allowed to be brought onto County property AT ANY TIME. It is the responsibility of Lessee to be sure that no outside alcohol is brought onto the property.

Restrooms will need to be kept clean and usable. It is the responsibility of the Lessee to see that the restrooms are taken care of.

Trash Garbage, and refuse shall be placed in the containers provided for this purpose.

Open flames are not allowed.

Weapons and Firearms are prohibited.

Please ensure that all guests park in designated parking areas.

Pets are not allowed in buildings and or livestock barns. Pets must be leashed, and cleaned up after..

30 DAY CANCELATION NOTICE REQUIRED. NO REFUNDS WITH LESS THAN A 30 DAY CANCELATION NOTICE

One horse per stall rental.

The area in and around the stalls shall be kept clean and neat for a minimum distance of 40 ft. in front of stall. Failure to do so shall result in forfeit of deposit.

Livestock panels are not allowed to be set up to stall horses.

All campers must register at the events office to stay overnight on Fairgrounds.

There is no electric or water camping connections

All vehicles not registered in the events office for camping will be towed at owners expense.

ATV vehicles are not allowed in non-vehicle areas. All ATV's must follow Arizona laws. All ATV's must remain on roads and in parking areas.

