

FRANKLIN-SOUTHAMPTON FAIR FOUNDATION, INC.

RULES AND REGULATIONS

1. Payment

- a. Total payment due two weeks prior to event. Cash, cashier's check, good check, or money order will be accepted, made payable to Franklin-Southampton County Fair.
- b. Any check not honored because of insufficient funds or a closed account will be charged a \$75.00 fee and will need to be paid in cash.
- c. **A Non-Refundable deposit of \$100** will be required for all renters to save a date. This is to be paid within two weeks of booking the building/s.
- d. **A deposit of \$150.00 clean up/damage fee** will be required for **ALL** renters. The deposit will be returned after the fair board has looked over the property and determined that it has been left in good shape and no damages. **You still have to clean the entire building including bathrooms, kitchen and grounds.**

2. Curfew

- a. Functions must end and grounds vacated by **11:00 p.m.** for all renters. If you want the building for later than that you will need to come before the Board and make a request. (The Board meets the 2nd Wednesday of each month.)

3. Event Insurance

- a. Each renter will need to provide a copy of their insurance for the event. (You can get one or two day event insurance from your insurance company.)

4. Security

- a. At the discretion of the Fair Board, renters may be required to provide security. The security must be licensed by The Department of Criminal Justice Services. Security providers must provide a copy of license from DCJS to the board prior to the event or approved by the Sheriff of Southampton County. This is at the renter's expense.

5. Boards Right to Shut Down Event

- a. The Fair Board has the right to shut down any event without refund or security deposit if any criminal act or rule violation occurs.

6. Contracts

- a. Contracts will need to list at least 3 contacts for your event. We will need name, phone number and address for these people. References may be required at the discretion of the Fair Board

7. Decorations

- a. No nails, staples, tape, etc. can be attached to any inside walls.
- b. No confetti or sprinkles can be used.
- c. No helium balloons with strings can be used (unless special permission).
- d. Damage to fans or motors due to balloons will be charged to the renters.
- e. No paper table coverings to be taped to the tables. Plastic table coverings are a good alternative.

8. Trash

- a. **The renter must remove all trash from the building and removed from the grounds promptly following the event. Note we no longer have a trash dumpster. (This is the renter's responsibility.)**
- b. No trash cans are to be left outside.
- c. Renter must provide trash can liners.

9. **Smoking**

- a. No smoking allowed in the buildings. **Please be sure if you have smokers that the butts that are left on the ground outside the doors are cleaned up. This is part of the clean-up process!**

10. **Permits**

- a. Renter will be responsible for all required special permits (ABC License).

11. **Tables and Chairs**

- a. **No tables or chairs to be removed from the buildings.**
- b. **Black chairs must stay in the Home Arts Building (smaller building). No black chairs may be taken outside.**

12. **Kitchen**

- a. All food and beverages must be removed from the refrigerator and range.
- b. Kitchen needs to be cleaned, and **floor scrubbed.**
- c. Renter is responsible for paper towels and cleaning agents.

13. **Bathrooms**

- a. Renter must supply toilet paper and paper towels.
- b. **Renter must remove trash from bathrooms and toilets must be cleaned and floors scrubbed.**

14. **Set-up/Clean-up**

- a. **Set-up and clean-up is the responsibility of the renter.**
- b. Set-up may begin **after 3:00 p.m.** the day before your event (based on availability, sometimes the grounds or building/s may be rented on the previous day/night). If you are using one of the buildings on the night you are setting up for anything other than setting up there will be a charge for those hours..
- c. Building and grounds must be cleaned up by **9:30 a.m.** the day following the event (based on availability, sometimes the grounds or buildings may be rented the next day.) If you are using the building on this day for anything other than clean up, there will be an extra charge for those hours.
- d. If you need additional time for set-up you will need to contact the board with a request for said time. If you are not cleaned up on time, there will be a charge of \$100.00 per hour that it takes you to finish.

15. **Stage Risers**

- a. If used, must be returned to Entertainment Building following the event. (This is part of clean-up!)

16. **Picnic Tables**

- a. Picnic Tables must be returned to pavilions after use. (This is part of clean-up!)

17. **Building Capacity**

- a. Exhibition Building maximum number of occupancy 400 people.
- b. Home Arts Building maximum number of occupancy 175 people.

18. **Liability**

- a. The Franklin-Southampton Fair Foundation, Inc. is not responsible for any liabilities.

19. **Contacts**

If you have any problems or concerns during your event, you need to contact one of the following:

Barbette Porter 757-653-7235

Glen Joyner 757-334-2200

Rental Rates

Friday-Saturday

Exhibition Building \$400.00 per day

Home Arts Building \$350.00 per day

Both Buildings \$500.00 per day

Grounds only \$200.00 per day

Sunday-Thursday

Exhibition Building \$300.00 per day

Home Arts Building \$250.00 per day

Both Buildings \$400.00 per day

Grounds only \$150.00 per day

Additional rental fees

Stage with electricity \$ 50.00 per day

Entertainment Building
with electricity \$ 50.00 per day

Camper hookup \$ 25.00 per camper per day

Pavilion \$ 40.00 per day

All other requests will need to be submitted by letter to Franklin-Southampton County Fair Board of Directors.