

# FRANKLIN-SOUTHAMPTON FAIR FOUNDATION, INC.

## RULES AND REGULATIONS

### 1. Payment

1. Total payment due two weeks prior to the event. Cash, cashier's check, good check, or money order will be accepted, made payable to Franklin-Southampton County Fair.
2. 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.
3. **If you need an extra day to set up there will be a \$200.00 a day charge.**
4. **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 must clean the entire building including bathrooms, kitchen, and grounds.**

### 2. Curfew

1. 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 2<sup>nd</sup> Wednesday of each month.)

### 3. Event Insurance

1. 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

1. 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

1. 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

1. 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

1. No nails, staples, tape, etc. can be attached to any inside walls.
2. No confetti or sprinkles can be used.
3. No helium balloons with strings can be used (unless special permission).
4. Damage to fans or motors due to balloons will be charged to the renters.

5. No paper table coverings to be taped to the tables. Plastic table coverings are a good alternative.

## 8. Trash

1. **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.)**
2. No trash cans are to be left outside.
3. Renter must provide trash can liners.

## 9. Smoking

1. 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

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

## 11. Tables and Chairs

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

## 12. Kitchen

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

## 13. Bathrooms

1. Renter must supply toilet paper and paper towels.
2. **Renter must remove trash from bathrooms and toilets must be cleaned and floors scrubbed.**

## 14. Set-up/Clean-up

1. **Set-up and clean-up are the responsibility of the renter.**
2. Set-up will be **the morning of the event**.
3. 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.

4. 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**

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

**16. Picnic Tables**

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

**17. Building Capacity**

1. Exhibition Building maximum number of occupancy 400 people.
2. Home Arts Building maximum number of occupancy 175 people.

**18. Liability**

1. 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:

Glen Joyner                      757-334-2200

**Rental Rates**

**Friday-Saturday**

Exhibition Building	\$500.00per day
Home Arts Building	\$450.00per day
Both Buildings	\$700.00per day
Grounds only	\$300.00per day

**Sunday-Thursday**

Exhibition Building	\$400.00per day
Home Arts Building	\$350.00 per day

Both Buildings	\$500.00 per day
Grounds only	\$250.00 per day

**Additional rental fees**

Stage with electricity	\$ 100.00per day
Entertainment Building with electricity	\$ 100.00 per day
Camper hookup	\$ 35.00 per camper per day
Pavilion	\$ 50.00 per day

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