

_____ Ready the area before the event or arrange to have this done. (Any preparation and/or supplies needed for the event will be at renter's expense.)

_____ Authorized personnel only will be allowed to use the equipment on site, including but not limited to: tractor, drag, skid steer, people movers.

_____ Any equipment to be used in maintenance on the grounds must be approved prior to the event by the Use of Grounds Committee.

_____ Furnish manpower to maintain the restrooms. Supplies provided by PCFS.

_____ Provide security police, if needed.

_____ Parking of cars is to be in designated areas only. Please have personnel available to direct incoming traffic.

_____ Inappropriate items include but are not limited to: Pornographic materials, knives, swords, guns and weapons of any type.

_____ Nailing or stapling items to inside or outside walls or posting of banners, fliers or notices directly on the buildings is strictly prohibited.

_____ Furnish First-Aid needs as required.

_____ Recycling of all aluminum cans, plastic and cardboard is required. Please use the containers provided.

_____ Garbage is to be placed in dumpsters. Dumpsters must be placed alongside driveway.

_____ All manure must be moved from buildings to manure bunkers. There will be a fee for the removal of the manure. Whenever possible, we encourage you to take the manure home with you.

_____ Keep all fair buildings tobacco-free.

_____ Gates are to be closed and locked when no one is on the premises.

_____ There will be NO adjusting or repair work to speaker system components.

_____ No overnight camping or parking unless previously approved by Use of Grounds Committee. Normal fees will apply (to be paid at the final walk thru, does not apply to weddings)

_____ See that all Fair properties are put back in original place after the event. No permanent additions may be made to the walls or ceilings. Buildings and grounds should be clean and in good repair upon final exit from grounds.

_____ Keys are to be returned at the final walk thru described below

_____ Motorized equipment or vehicles will be operated by individuals over the age of 18 only

_____ No open fires are allowed

_____ A walk through with a member of the Use of Grounds committee must be scheduled to determine refund of damage deposit.

_____ Responsible for the repair or replacement any Fair property that is damaged during the event. No repair or replacement should be done before notifying the appropriate member of the Fair Society.

_____ Renter will provide a copy of any caterer's license to the Polk County Fair Society

_____ A Certificate of Insurance is required providing a General Liability Policy with a \$1,000,000 per occurrence limit and naming the Polk County Fair Society and Polk County as an Additional Insured.

_____ The Polk County Fair Society, Inc Board of Directors and Officers and Polk County assume no responsibility for accidents that may occur on the premises during the event.

Contact:

General Questions: Tracy LaBlanc 715-948-2036

Electrical Power: Janis Larson 715-553-0118

Arena: Leslie Davison 715-553-1200

Buildings:

Speaker System: Mark Johnson

Equipment:

Camping: Janis Larson

Grounds: Janis Larson

Polk County Fair Society Secretary: Diane Kuhl 715-607-0607

Information to share with renter:

- Use of south and west gate
- Location of on and off switches for lights etc (directions for using fans in 4-H bldg.)
- Location of keys and supplies for bathroom paper products
- Other items they may wish to use – sandwich boards, tables, chairs
- Tables on site 40 8' and 36 6'
- Chairs on site 200 on racks, plus 61 brown padded, 23 tan padded – all folding chairs
- If cooking food on premise, renter needs to contact Brian Hobbs, Public Health Dept, Balsam Lake 715-485-8500
- If you plan to sell alcohol, you should contact the City of St Croix Falls to be certain you don't need a permit. Giving alcohol away (no charge) is okay