

Cache County Event Center Policies and Procedures

Cache County Event Center
450 S 500 W, Logan, UT 84321
[\(435\) 750-9896](tel:4357509896)

Reservations

All reservations are tentative until the agreement is confirmed and the deposit is paid in full. Deposit and fixed fees related to the reservation are due no later than two (2) weeks prior to the event date. Any fee paid within 2 weeks prior to an event must be paid by cash, credit card, money order or cashier's check. Variable fees are due no later than thirty (30) Days after the reservation event ending date. Cache County reserves the right to send any account that is delinquent to small claims court or a collections agency. The renter agrees to pay any collection costs incurred in attempt to collect any past due balance, plus court costs and reasonable attorneys' fees, with or without suit, incurred in collecting any past due balance, and a collection fee up to 40% of the outstanding balance owing which may be assessed by any collection agency retained to pursue the matter.

As of 2019, advanced reservations for private events shall not exceed 90 days.

Cancellation Policy

If a reservation is canceled 30 or more days prior to the start of the reservation, 100% of the deposit will be refunded. If a reservation is canceled 8-29 days prior to the start of the reservation, 50% of the deposit will be refunded. Any reservation canceled within 7 days of the start of the reservation will not be eligible for a refund.

Food and Catering

The kitchen is a staging area only, and not approved for food preparation (Cooking). You may use a caterer of your choice or bring your own homemade food. You or your caterer must provide all personnel, equipment, and rentals.

We encourage the use of reusable dishes whenever possible to reduce waste.

EQUIPMENT

In the event that the Cache County Event Center does not have adequate equipment suitable to the proposed use or to meet the needs of those attending, the lessee shall supply such equipment. Cache County shall not be in any manner responsible for such property.

ELECTRICAL

Cache County Event Center users may use up to 20 amps, single phase 240V-50A, and 1 3phase 240V-50A. Events requiring special arrangements must give the Event Center 30 days' notice in advance and have a detailed layout of the electrical needs in our office 30 days prior to the event. Lessee may be charged an electrical use fee depending on the number of plugs being used.

EXIT DOORS & FIRE CODE

A 10' clearance on both sides of the exit doors, (egress and ingress) with no physical obstruction, must be maintained at all times. No lighted exit sign or accompanying door can be blocked or locked during an event. All discrepancies arising out of Fire Code issues will be decided upon by the Event Center Manager or his designated representative.

INTERNET ACCESS

Cache County Event Center has free Wifi access to its paying customers. Wifi is password protected. If customers need access, please see Event Center staff on duty.

LINENS

Cache County Event Center does not provide linens for any event.

MOVE-IN AND MOVE-OUT / SET-UP DAYS

The fee for a move-in/move-out is one-half of the room rental fees. The hours for set up and tear down shall be specified in the Rental Agreement and will be at the discretion of Cache County Event Center.

Event Staffing

Cache County Event Center may be able to provide personnel for limited activities at an additional charge. A Cache County employee may be on site or on call during an Event. This will be determined on an event by event basis and finalized during planning meetings and as further described in the Rental Agreement. Additional costs may be incurred for building lock-up procedures following an event.

Floor / Area Plans

Event Holder shall submit floor / area plans to Cache County Event Center a minimum of 30 days prior to the Event. Plans should include decorations, dimensions of all aisles, booths, table and chair locations, parking areas, loading and unloading areas, etc. Event Holder is required to provide protection for the floor from any damage, including damage from oil or any other liquid. Cache County will work with each Event Holder on specific needs and requirements to ensure compliance with fire safety standards and Cache County Fairgrounds requirements.

Cache County is not responsible for lost, damaged, or incomplete deliveries.

Glass Containers

Glass drinking containers are strictly prohibited on the Cache County Fairgrounds/Event Center

Incident Management

In the case of an accident or emergency, Event Holder agrees to cooperate with Cache County in the formulation of an action plan and response to media inquiries. All accidents, significant occurrences, and incidents, including situations requiring a law enforcement response, must be reported to Cache County as soon as possible, but not later than the next business day.

Reports must include: Name, address and telephone number of the injured person or persons; Name, address and telephone number of any witnesses, along with a witness statements; Description of the accident (how, when, and where it happened); Description of the extent of bodily injury and/or property damage; Action taken by Event Holder; and Name of the Event Holder's contact person and his or her phone number(s).

Cache County has the right to require the Event Holder to provide on-site medical personnel, based on the type of Event.

Key Distribution

Cache County Event Center management may, in its sole discretion, distribute keys and/or access cards to the Cache County Event Center. Such distribution will be arranged during Event planning meetings. Failure to return distributed keys and/or access cards at the specified time may result in forfeiture of the damage deposit and any additional costs. Should the Event Holder fail to return the keys and/or access cards as required, Cache County will determine if it is necessary to rekey any facilities. If such action is necessary, the Event Holder shall be responsible for any and all expenses.

Parking Lots and Roadways

Multiple Events may be conducted simultaneously at the Cache County Fairgrounds. It is the Event Holder's responsibility to coordinate with Cache County on parking area assignments. Fire lanes must be kept open for police, fire, ambulance, and other emergency units.

Planning Meeting

As deemed necessary by Cache County, planning meetings will be conducted for certain Events. These meetings shall be scheduled on an agreed upon date and time. All planning meetings must take place a minimum of two (2) weeks prior to Event Holder's scheduled Event. An Event follow up meeting may be required by Cache County Fairgrounds management.

Safety

The Event Holder understands that Cache County Fairgrounds facilities and services are being made available for only the reserved purpose and on the condition that the Event Holder, its staff, and its attendees do not disrupt the property or the normal operation of the Cache County Fairgrounds. The Event Holder agrees at all times to adhere to all rules, regulations, and policies of the Cache County Fairgrounds and Cache County Event Center, and to follow all reasonable directions and instructions of Cache County officials, including hired security

personnel. Cache County reserves the right to revoke access privileges to any Event holder, Event staff, Event attendees, or Event guests for violating the law or any policy, rule, or procedure, or if the person's conduct becomes, in Cache County's sole and absolute discretion, disruptive or creates concerns for the health and safety of any other person. In such event, the Event Holder shall make arrangements for the immediate removal of such person from Cache County Fairgrounds property.

Security

Cache County may require security for an Event at Event Holder's expense, based on the type of Event and/or when the Event is scheduled. Cache County Sheriff's Office, and /or Cache County Fairgrounds management will evaluate security needs for an Event.

DECORATING, CLEANING AND CAPACITY GUIDELINES

Our goal at the Fairgrounds is to meet the needs of our customers in such a way as to minimize the negative impact on the facilities, and to leave the facility in good condition to maximize the efficiency of our small staff. You can assist in this endeavor if you will follow these guidelines.

Decorating and Set-Up

Please do not attach anything to the painted surfaces, wood surfaces, or glass. We ask that you not lean things against the wall without protecting the painted surface. If you need to tape electric cords to the floor, please **DO NOT** use duct tape. Most tapes especially duct tape leave a residue which fouls our floor machines. You can purchase **Gaffer tape** from our front office that is approved for the floors. Nothing may be hung from the ceilings or beams.

In the Exhibition Halls, Conference Rooms or restrooms - **confetti, birdseed, rice, glitter or similar items are not allowed so please do not use them in your decorating plan.** This includes face painting and/or costumes where glitter is used and can wash off or fall off.

All doors are emergency exits. Please do not place anything in these doorways which would impede emergency egress. There must be a minimum of 6' passage between emergency exits if you place items on tables that might mark, scratch, or stain the surface, or if candles are being used on the tables, please cover the table to prevent damage to the table. Please be conscious of how much weight is being placed on tables.

Smoking is not allowed in any County building. Smokeless tobacco or Vaping is also not allowed in any County building. Glass containers (such as beer bottles) are not allowed. Liquid petroleum (Propane, butane, etc.), hazardous materials (wet cell batteries, fuel, gunpowder) is not allowed in any building. Candles should have something under them to catch dripping wax. There will be a \$50.00 fee if wax is found on any table and/or the floor. Children are to be supervised by an adult at all times.

We are very sensitive to the needs of our customers who are authorized to use the parking spaces designated for the handicapped. We ask your cooperation in this area. Cars parked in the designated handicapped spaces, without proper identification, will be asked to be moved. If a vehicle is not moved it will be towed at the owner's expense. Cars are not to be parked or left unattended in designated Fire Lanes at any time.

It is understood that these guidelines are an addition to the Fairgrounds Policy Statement and are not all-inclusive.

Cleaning Guidelines CLEANING GUIDELINES FOR EXHIBITION HALL(S) AND CONFERENCE ROOMS

1. Take down all decorations and remove any tape
2. Pick up trash
3. Wipe off tables and chairs
4. Wipe up spills on floor and sweep up debris and dirt
5. Take trash to outside dumpster
6. Remove all belongings

CLEANING GUIDELINES FOR KITCHENS

1. Remove all food from refrigerator/shelving
2. Wipe off all counter tops
3. Wipe out microwave and any other appliances
4. Sweep floor
5. Mop floor
6. Rinse out sink
7. Take trash to outside dumpster

Capacity Guidelines Event Holder Attendance.

Main Exhibit Hall- Guest Standing- 3,300

Tables & Chairs- 1,104 / 1,300

Chairs- 3,016

8x8 indoor booths- 146

Function Room 2 and 3

Tables and Chairs- 88 / 110

Chairs- 177

Function Room 1

Chairs- 160

Any balances over thirty days will be charged a two percent monthly finance charge until payment is received.