



## BENTON COUNTY FAIRGROUNDS

110 SW 53rd Street

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www.bentoncountyfair.com

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### The Rental Process

We're glad you've decided to rent a Fairgrounds facility for your event and we want everything to go as planned. Please review this handout so that you'll understand the process from start to finish.

1. Normal Office Hours: Monday- Friday 8:30 am –11:30 am, 12:30 pm - 5:00 pm  
Closed all major holidays.
2. After you've determined the date and location of your event, you'll need to turn in a Reservation Request form along with your deposit. Please fill out the form in its entirety in order for us to fully accommodate your needs. Some buildings come with set amount of tables and chairs; please indicate the **TOTAL** number of tables and chairs needed for your event.
3. After your Reservation Request form and deposit are received, an Agreement will be created. You'll receive two copies of the Agreement— one is your (Client) copy while the other needs to be signed and returned to the Fairgrounds prior to your event.
4. Liability insurance coverage is required for any event and proof of insurance must be given to the Fairgrounds prior to your event. Proof of insurance coverage can be obtained either through your own insurance company or through the TULIP program. Information regarding TULIP can be obtained through the fairgrounds office.
5. Your invoice, found on the last page of the Agreement, can be paid by installments or all at once but must be paid prior to your event.
6. For weekend events, keys to the facilities you have rented need to be picked up no more than two days prior to your event during normal business hours.
7. If you are hiring us to set-up your event, we will need a lay-out at least one week prior to your event.
8. If your event has amplified music after 9pm and/or alcohol (any hours), security is required for your event. The Security will be appointed by the Benton County Fairgrounds, please contact staff for a security quote. Security will need to be confirmed with the fairgrounds before your event. During your event, security is on site ensuring a safe and successful rental experience.
9. Clean Up. In your Agreement, you are given a checklist of cleaning duties. The facility, and all surrounding areas outside the facility, must be clean and vacant by 11:59pm.
10. Upon inspection, if the building is cleaned appropriately and without damage, a check for the refundable deposit will be mailed to the address you provided.