



FUJI EXHIBIT HALL

The Carson City Fairgrounds/Arena Complex, Fuji Park & Exhibit Hall, and Baily's Fishing Pond are all located adjacent to each other in a beautiful park setting; complete with large trees and a natural fresh-water creek, in the southwest corner of Carson City (next to Bodines Casino, and across the street from Costco and the Comstock Country RV Park; one block west of US Hwy 395-S, and just south of the US Hwy 50-W interchange).

This 9,000 square foot facility (6,840 sf-main room only) is available for Special Events, Parties, and Meetings, and includes the use of a 700 sf commercial-grade kitchen with commercial-grade equipment (double-sided refrigerator, free-standing freezer, professional stove/oven, dishwasher, warming trays, deep fryers, etc.), and enough tables/chairs to seat 300+ guests. A portable (192 sf) Stage and PA System are also available for rent.

The Exhibit Hall is rented on a daily basis only (9am-midnight, with music off at 11pm on weekends). Programmed Activities (4-H Clubs, Dog Training Classes, etc.) take up most weekdays, so availability is limited M-Th. The Hall is in high demand on weekends, and is routinely booked 18-months in advance.

TYPE:	Enclosed Building	KITCHEN:	INCL. (Commercial)	EQUIP: STAGE (optional)	\$96	BBQ	(Park only)	Basketball	NO
DIMENSIONS:	114' x 60' *Main Rm.	CHAIRS / TABLES:	INCL. 275+ Chairs; 65-Tables (30"x96")	EQUIP: CHAIRS (add'l)	\$1 ea	Picnic Tables	(Park only)	Horseshoes	NO
CAPACITY:	456-Seated 977-Standing	UTILITIES:	Water/Electric/HVAC; Drop Cords (6'-50')-Incl.	EQUIP: TABLES (add'l)	\$3 ea	Playground	(Park only)	Tennis	NO
HOURS:	9am-Midnight	RESTROOMS	Men's & Women's	EQUIP: PA (optional)	\$56	Turf Area	(Park only)	Volleyball	NO
				INTERNET: Not Available to Public	NO				

FACILITY RENTAL CHARGE:	RESIDENTS:	\$240/day	For Individuals/Families living in Carson City, or Non-Profit Organizations based in Carson City.
	NON-RESIDENTS:	\$300/day	For Individuals/Families <i>not</i> living in Carson City, or Non-Profit Organizations <i>not</i> based in Carson City.
	COMMERCIAL:	\$360/day	For Commercial Entities, which have a Business License on file with the CC-Business License Division.

NOTE: A Booking Deposit Fee, equivalent to one-day's Facility Rental Charge, is required at the time of booking to make a reservation (to generate a Permit). The Booking Deposit will ultimately be applied to actual Rental Fees, and is 50% refundable if Notice of Cancellation is received 90-Days Prior to the start of the Event; with zero refund given if Event is cancelled less than 90-Days Prior to the start of the Event.

INSURANCE: A Certificate of Insurance for \$1 Million General Liability is required from all Renters. The Certificate must name the City of Carson City at 201 N. Carson St., Carson City, NV 89701 as an "Additional Insured" on the Policy, for the Dates/Event/Venue on the Permit. The coverage may be piggy-backed onto an existing Homeowner's or Business Policy, or if needed we can help Individual/Family Renters (only) obtain a Policy online from Wells Fargo Insurance/Reno for a \$150 Fee. *NOTE: The Permit and Insurance *must* be in the same name.

SECURITY: Security is mandatory for High-Capacity Events (*Evening Events, involving large Guest Counts, Alcohol, and Music*). *The CC-Parks Dept. keeps a list of preferred local Security Firms on file; the lowest cost of which provides a 3-Man Security Team for 6-Hours for \$350. The Renter is responsible for contacting the Security Firm directly, to make all arrangements to secure services (including payment).

DEPOSITS: (Refundable) A \$500 fully-refundable Cleaning/Damage Deposit is required of all Fuji Hall Renters. This Deposit will be held on account to cover any damages incurred during the course of the Event, and/or charges resulting from a failure to leave the Facility in a satisfactory condition (per the Cleaning Checklist). If no damages or additional charges are incurred, 100% of the Deposit will be refunded to Renter after the Event.

OTHER: Additional City Permits may be required for Events which are open to the General Public; where Tickets, Food, Alcohol, or Merchandise are sold. Contact Cherie Santillo (283-7576) at the CC-Health Dept. to obtain a Food Permit, and Lena Reseck (283-7059) at the CC-Business License Division to obtain a Temp Alcohol, Vendor, or Special Event Permit if you are selling Tickets, Food, Alcohol, and/or Merchandise.

- NOTE-1:** *Music must be turned off by 11pm; Guests departed by 12-Midnight; Renter (only) allowed to stay beyond midnight for cleaning/restoration.
- NOTE-2:** Reservations may be made up to 24-months in advance. *Reservation Requests must be received at least 30-Working Days Prior to Event.
- NOTE-3:** For Saturday Events only, an additional half-day (2-10pm)/half-price rental is available on Fridays only, for Set-up, Decorating, Practice, etc.
- NOTE-4:** Fuji Exhibit Hall is reserved months in advance for weekend dates. Please submit your Reservation Request as soon as you have a firm date.

TO RESERVE: Go to www.carson.org/ccpr; click on Park & Facility Rentals; scroll to bottom of page, click *again* on Reservation link (carson.org/ccpr).
 *To Check Availability: Go to www.carson.org/ccpr/calendar; click View Availability; click Month/Date to view Fuji Exhibit Hall Dates.
 *To Create an Account (first time users only): Go to www.carson.org/ccpr/account; fill in all required fields; click on Submit.
 *To Reserve: Go to www.carson.org/ccpr/request; click on Reservation Request; select Fuji Exhibit Hall as Event Type and as Facility.
 Before starting Reservation process, be prepared to provide all relevant info, including Dates/Times, Name/Type of Event, # of Guests, etc.
 Once reservation is confirmed, be prepared to pay the Booking Deposit. We accept Credit/Debit Cards, Checks & Money Orders. **NO CASH.**

Useful Links: *see attached/below [Cost Calculator](#) [Diagrams/Pictures](#) [Park Map/Layout; City Map](#) [Availability Calendar](#) [Reservation Request](#)

701 OLD CLEAR CREEK ROAD, CARSON CITY, NV 89701

RESERVATION FEES - COST CALCULATOR

FUJI EXHIBIT HALL

VENUE/Facility:	FUJI PARK		Fuji Exhibit Hall
VENUE/Facility:			
VENUE/Facility:			

FACILITY RENTAL FEES: (per Facility/Day)

Resident/Non-Profit (or Individual)	\$ 240.00	each/day	1	# days	\$ 240.00
Non-Resident/Non-Profit (or Individual)	\$ 300.00	each/day		# days	
Commercial	\$ 360.00	each/day		# days	

OPTIONAL EQUIP RENTAL FEES:

Portable Stage	\$ 96.00	each/day		# days	\$ tbd
PA System	\$ 56.00	each/day		# days	\$ tbd
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ADMIN FEES:

INSURANCE		*due 60-Days Prior to Event	\$ 134.00	*
<small>*A Certificate of Insurance for \$1 Million General Liability is required from all Renters.</small>				
<small>Note: If you can piggy-back coverage onto a Homeowner's or Business Policy, enter ZERO here. If not, an individual Policy can be obtained from Wells Fargo Insurance/Reno for \$134.</small>				
SECURITY		*due 60-Days Prior to Event	\$ 350.00	*
<small>*Mandatory for High-Capacity Events (late-ending; large guest counts; alcohol; music).</small>				
ANCILLARY PERMIT FEES		*due 60-Days Prior to Event	\$ tbd	*
<small>*Required if Event is open to General Public and Tickets/Food/Alcohol/Mdse are sold.</small>				
CLEANING/DAMAGE DEPOSIT-REFUNDABLE		*due 30-Days Prior to Event	\$ 500.00	

PAYMENT TIMELINE:

DUE AT BOOKING:	\$ 240.00
<small>A Booking Deposit Fee, equivalent to one-day's Facility Rental Charge, is required at the time of booking to make a reservation (to generate a Permit). The Booking Deposit will ultimately be applied to actual Rental Fees, and is 50% refundable if Notice of Cancellation is received 90-Days Prior to the start of the Event; with zero refund given if Event is cancelled less than 90-Days Prior to the start of the Event.</small>	
DUE 60-DAYS PRIOR: <small>*Insurance, Security, Ancillary & any remaining Rental Fees</small>	\$ tbd
DUE 30-DAYS PRIOR: <small>*Refundable Cleaning/Damage Deposit</small>	\$ 500.00

PAYMENT RECAP:

TOTAL-RENTAL COSTS (Daily Minimum; Non-Refundable)	\$ 240.00
TOTAL-ADMIN FEES	\$ tbd
TOTAL-DEPOSITS (Refundable)	\$ 500.00



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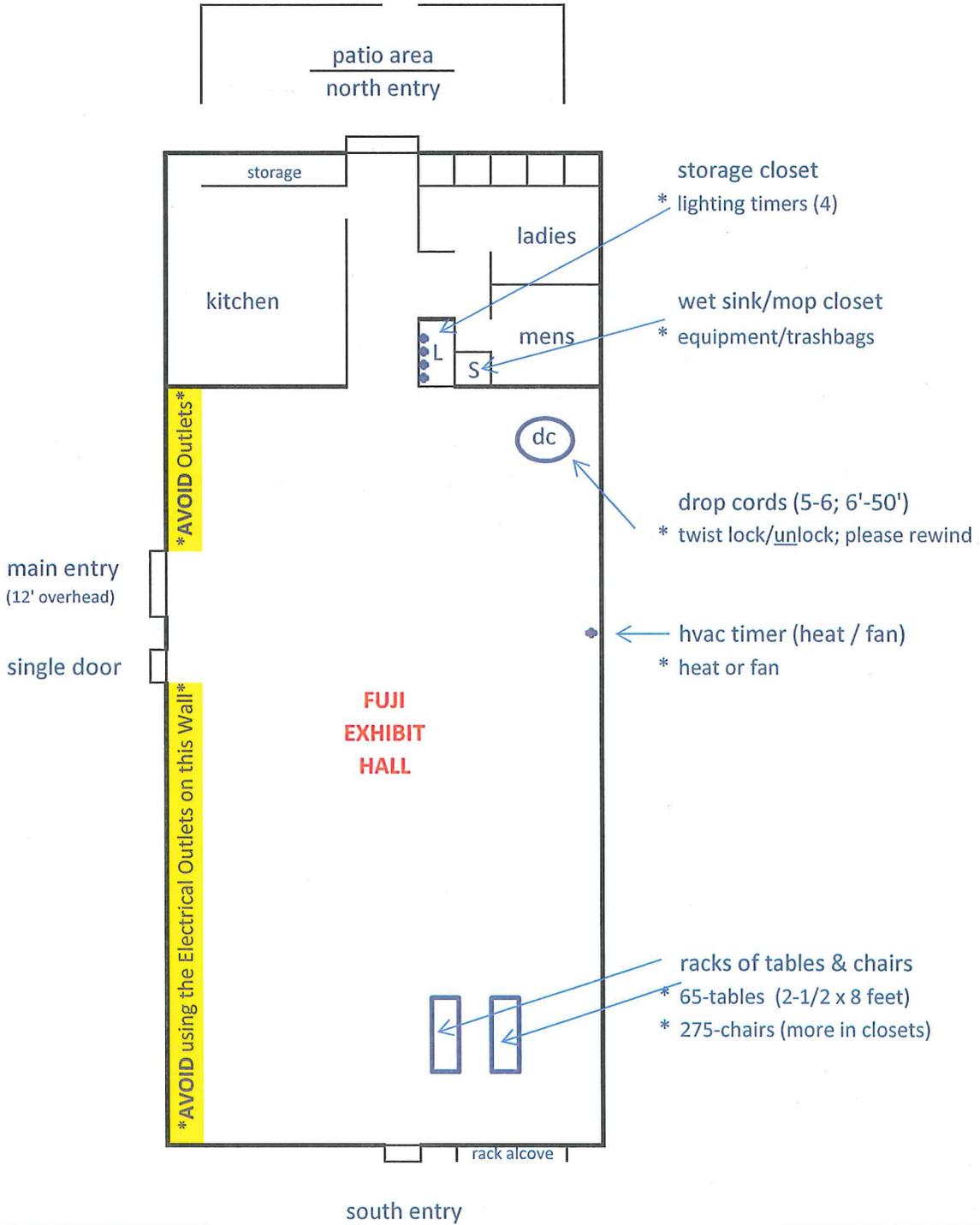
RV RESORT

OLD CLEAR CREEK ROAD

parking

parking

HIGHWAY 395 - CARSON ST.



9:00 AM	Entry / Access
11:00 PM	All Music Off
Midnight	Guests Departed
After Hours / Weekends:	
(CC Non-Emergency Dispatch)	
775-887-2007	

dumpster

dumpster

FUJI EXHIBIT HALL		
701 Old Clear Creek Road, Carson City, NV		
Open Area:	60'x114'	6,840 sf
Total Bldg:	60'x150'	9,000 sf
Capacity-Seated:	456	
Capacity-Standing:	977	

START:		9 am
END:		midnight
RENTER:		

+2 Extra Hours for Cleaning
***MUSIC MUST STOP AT 11PM**
***GUESTS GONE BY MIDNIGHT**

RENTER TO SUPPLY:
Paper Towels / Sponges / Alum Foil
Dishwashing Soap / Spray Cleaner

please initial I, **X** _____ (Renter/Authorized Agent), UNDERSTAND THE FACILITY MUST BE RESTORED TO "PRE-EVENT" CONDITION OR THE DEPOSIT REFUND WILL BE REDUCED AT A RATE OF **\$58.75/HOUR** TO REMEDY
***** PLEASE LEAVE THE FACILITY IN THE CONDITION YOU FOUND IT *****

**NO Confetti allowed unless approved in advance. No candles, BBQ's or fireworks permitted unless approved by CC-Fire Dept.*

	Y	N	hrs
1. CLEAN ALL SURFACES WITH SPRAY DISENFECTANT, INCLUDING:			
ALL TABLES MICROWAVE STOVETOP SINKS			
COUNTERS REFRIGERATOR WARMING TRAYS* GREASE TRAP			
<i>* TIP: Line Trays with Aluminum Foil or use disposable Tray Liners to avoid messy clean-ups.</i>			
2. After Cleaning Tabletops RE-RACK ALL TABLES/CHAIRS; REWIND CORDS			
<i>* TIP: Be sure to load all tables and chairs in the same direction, or they will not fit on racks properly.</i>			
3. REMOVE ALL FOOD FROM REFRIGERATOR AND FREEZER REMOVE ALL DECORATIONS FROM HALL; EMPTY DISHWASHER			
4. PICK-UP ALL TRASH FROM BUILDING INCL. KITCHEN & RESTROOMS PICK-UP ALL EVENT-RELATED LITTER FROM PARKING LOT & PLANTERS DISPOSE OF ALL TRASH IN OUTSIDE DUMPSTER (Located on South Side of Building)			
<i>*NOTE: Light Trash only in Dumpsters; NO Auction Refuse; Please Close Dumpster Lids</i>			
5. CLEAN-UP ALL SPILLS FROM FLOORS (See Mop Closet at entrance of Men's Restroom)			

REMARKS:

REFUND:	(circle one)	all	none	partial	\$	hrs	Approved by:
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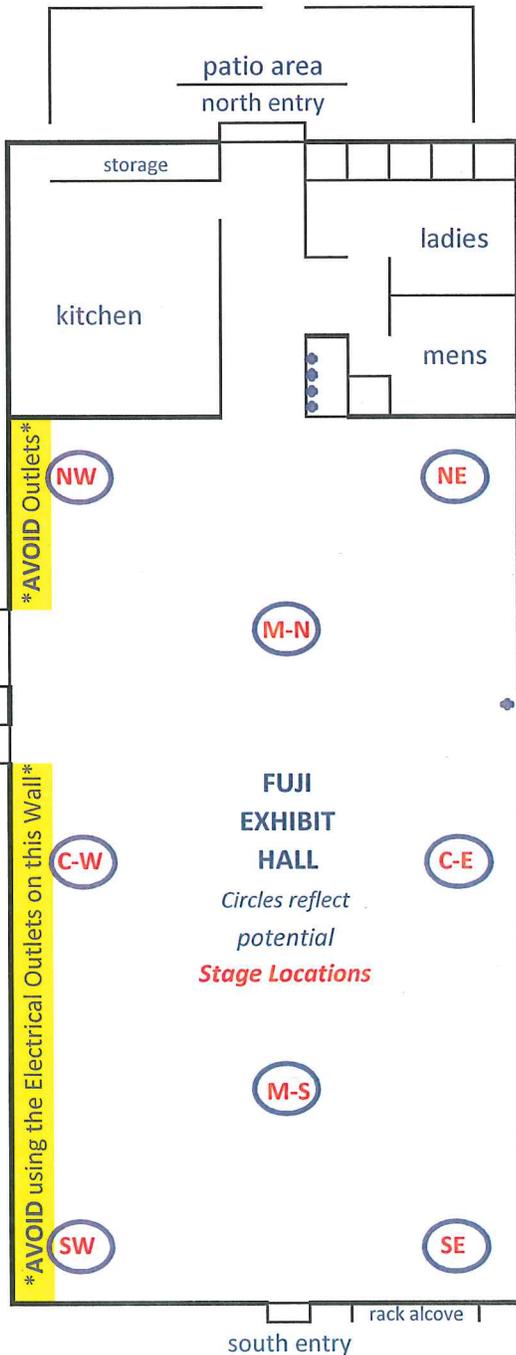
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RV RESORT

OLD CLEAR CREEK ROAD

parking

parking



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HIGHWAY 395 - CARSON ST.

Stage Location & Configuration Options
 Total of Six Stage Sections-Each 4' Deep; 8' Wide; 2' High

#C1 4' X 48'

#C2 8' X 24'

#C3 12' X 16'

#C4 8' X 32'