



FAIRGROUNDS / ARENA COMPLEX

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).

The Fairgrounds/Arena Complex includes a lighted Rodeo and Warm-Up Arena, with Grandstand/Bleacher seating for 1,000-1,300+ guests; an Announcer Stand and Ticket Booth; Open-Air Animal Shelter (40' x 20') and Wash Racks; landscaped Plaza/Patio area, Restrooms, and paved Parking. A 60-Stall Barn, outdoor Entertainment Stage, and Snack Trailer are also available for rent (in conjunction with an Event in the Arena only).

The Arena is open for drop-in horseback riding from 8am to dusk everyday; no charge, as long as the Arena is not already rented or otherwise in use (see "To Check Availability" below).

TYPE:	LG Lighted Rodeo & Warm-Up Arena	KITCHEN FACILITIES:	SNACK TRAILER (optional; \$150/day)	60-STALL BARN (optional; \$150-\$225/day)	Xtra Xtra	BBQ	(Park only)	Basketball	NO
DIMENSIONS:	150' x 220' *Powder River Panels available for rent, if sectioning needed	CHAIRS / TABLES:	Grandstand / Bleacher Seating	*ANNOUNCER'S STAND *TICKET BOOTH	Incl. Incl.	Picnic Tables	Yes; 9-LG (Arena - Plaza/Patio)	Horseshoes	NO
CAPACITY:	1,000-1,300 +	UTILITIES:	Water / Electrical *provided only if reserved	*OPEN AIR SHELTER *ANIMAL WASH RACKS	Incl. Incl.	Playground	(Park only)	Tennis Courts	NO
HOURS:	8am-8pm *up to 10pm if approved	RESTROOMS	Men's & Women's	*PATIO / PLAZA AREA *Lighted/Paved Parking	Incl. Incl.	Turf Areas	(Park only)	Volleyball	NO

FACILITY RENTAL CHARGE- ARENA ONLY: <small>NOTE: The Arena & Barn are rented separately.</small>	RESIDENTS:	\$400/day	For Individuals/Families living in Carson City, or Non-Profit Organizations based in Carson City.
	NON-RESIDENTS:	\$500/day	For Individuals/Families <i>not</i> living in Carson City, or Non-Profit Organizations <i>not</i> based in Carson City.
	COMMERCIAL:	\$600-750/day	For Commercial Entities, which have a Business License on file with the CC-Business License Division.
INSURANCE:	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.		
SECURITY:	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 <i>must</i> be in the same name.		
DEPOSITS: (Refundable)	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 4-Man Security Team for 6-Hours for \$450. The Renter is responsible for contacting the Security Firm directly, to make all arrangements to secure services (including payment).		
OTHER (Potential) Requirements	A \$350 fully-refundable Cleaning/Damage Deposit is required for the Arena (\$300 for Barn). 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 Restoration Checklist). If no damages or additional charges are incurred, 100% of the Deposit will be refunded to Renter after the Event.		
	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:	*Arena is available for rental during APR-15th to OCT-31st only. Drop-In horseback riding is ok year-round; 8am-dusk, unless reserved/in use.
NOTE-2:	*Music to be kept at moderate levels; turned off by 8pm. All Guests departed by 9pm. Amplified music by permission only at Outdoor Venues.
NOTE-3:	Reservations may be made up to 24-months in advance. *Reservation Requests must be received at least 30-Working Days Prior to Event.
NOTE-4:	Overnight Stall/Pen Rental for livestock, and Camping for individual Renters, available only in conjunction with rental of facilities for an Event.
NOTE-5:	Overnight Camping allowed only for Event Organizers, Participants & Vendors who have assets to protect (livestock, equipment, mdse., etc.)
TO RESERVE:	Go to www.carson.org/ccpr ; click on Park & Facility Rentals ; scroll to bottom of page, click <i>again</i> 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 / Fairgrounds 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 / Fairgrounds 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
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601 OLD CLEAR CREEK ROAD, CARSON CITY, NV 89701

RESERVATION FEES - COST CALCULATOR

FAIRGROUNDS / ARENA

VENUE/Facility:	CC Fairgrounds Complex	Arena
VENUE/Facility:	CC Fairgrounds Complex	Barn
VENUE/Facility:		

FACILITY RENTAL FEES: (per Facility/Day)

Resident/Non-Profit (or Individual)	\$ 400.00	each/day	1	# days	\$ 400.00
Non-Resident/Non-Profit (or Individual)	\$ 500.00	each/day		# days	
Commercial	\$600-750	each/day		# days	

OPTIONAL EQUIP RENTAL FEES:

60-Stall Barn	*Plus refundable Cleaning/ Damage deposit of \$300	\$ 150.00	each/day		# days	\$ tbd
Snack Trailer	*Plus refundable Cleaning/ Damage deposit of \$300	\$ 150.00	each/day		# days	\$ tbd
Mobile Stage	*Plus refundable Cleaning/ Damage deposit of \$300	\$ 150.00	each/day		# days	\$ tbd
Wire Looms (electrical)		\$ 60.00	each/day		# days	\$ tbd
Powder River Panels		\$9				\$ tbd

ADMIN FEES:

INSURANCE

*A Certificate of Insurance for \$1 Million General Liability is required from all Renters.

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.

*due 60-Days
Prior to Event

\$ tbd *

SECURITY

*Mandatory for High-Capacity Events (late-ending; large guest counts; alcohol; music).

Note: High Capacity Events are NOT ALLOWED at Outdoor Venues (primarily due to noise restrictions), unless prior, written approval is obtained from the CC-Parks Dept.

*due 60-Days
Prior to Event

\$ tbd *

ANCILLARY PERMIT FEES

*Required if Event is open to General Public and Tickets/Food/Alcohol/Mdse are sold.

*due 60-Days
Prior to Event

\$ tbd *

CLEANING/DAMAGE DEPOSIT-REFUNDABLE

*due 30-Days
Prior to Event

\$ 350.00

PAYMENT TIMELINE:

DUE AT BOOKING:

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.

\$ 400.00

DUE 60-DAYS PRIOR: *Insurance, Security, Ancillary & any remaining Rental Fees

\$ tbd

DUE 30-DAYS PRIOR: *Refundable Cleaning/Damage Deposit

\$ 350.00

PAYMENT RECAP:

TOTAL-RENTAL COSTS (Daily Minimum; Non-Refundable)

\$ 400.00

TOTAL-ADMIN FEES

\$ tbd

TOTAL-DEPOSITS (Refundable)

\$ 350.00

START:		
END:		
RENTER:		

***NOTE: All Livestock must be removed and the Facility restored in FULL by 9AM the next morning, or the refundable Deposit will be used to cover another Day's Rental Fee.

FACILITIES RENTED:
* ARENA ONLY
* EQP:

I, X (Authorized Agent/Renter), 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 ***

NOTE: ALL FACILITIES MUST BE FULLY RESTORED AND ALL LIVESTOCK REMOVED NO LATER THAN 9AM THE MORNING AFTER YOUR EVENT (RESERVATION) CONCLUDES

	Y	N	hrs
1. ARENA COMPLEX (INCL. BARN/STALLS & EXT PENS/OPEN-AIR SHELTER): Renter is responsible for cleaning out all Stalls in Horse Barn/s following use, and restoring to pre-Event condition. The Stalls have a decomposed granite-material floor, so any organic material introduced by the Renter such as straw, hay, wood shavings, etc., must be removed from the Stalls and placed in the large Dumpster west of the Barns following the Event. ONLY ORGANIC MATERIAL & MANURE MAY BE PLACED IN DUMPSTER CONTAINER! Shovels, rakes, and wheel barrows are available upon request for the Renter's use for cleaning/restoring the Stalls. Failure to adequately clean/restore the Stalls to their pre-Event condition will result in forfeiture of the Damage Deposit, and may result in <i>additional</i> Labor/Restoration Fees as well. These requirements also apply to all Exterior Pens, the Open-Air Shelter, and Arena Grounds to include Overnight Camping/Horse Trailer-Parking areas. PLEASE LEAVE AS FOUND!			
2. GRANDSTANDS: Restore to Pre-Event Condition			
3. ANNOUNCER'S BOOTH: Restore to Pre-Event condition			
4. SNACK TRAILER: Restore to Pre-Event Condition			
5. OVERNIGHT CAMPING: Restore to Pre-Event Condition			

REMARKS:							
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REFUND:	(circle one)	all	partial	\$	hrs		Approved by:
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**FUJI FAIRGROUNDS-
Rental Fees/Deposits**

Exhibit Hall	Arena		Open Air Shelter	Lg. Barn (60 Stalls)	Snack Trailer	Announcer/Ticket Booth	Park Grounds	Park Pavilion
	Arena	Sound						

Incl. All Chutes, Open Air Shelter & Annncr/Tkt Booths

Included with Arena Rental

INDIVIDUALS / NON-PROFIT ENTITIES:

Facility Rental Fee	\$ 240.00	\$ 400.00	\$ 20.00	\$ 40.00	\$ 150.00	\$ 150.00	\$ 75.00	\$ 75.00	per day
Non-Resident Surcharge	60.00	100.00	-	-	37.50	-	18.75	18.75	per day
Total-Facility Rental Fees	300.00	500.00	20.00	40.00	187.50	150.00	93.75	93.75	per day
Total-Cleaning/Damage Deposits (Refundable)	\$ 500.00	\$ 350.00	-	-	\$ 300.00	\$ 300.00	\$ 150.00	\$ 150.00	one time

COMMERCIAL ENTITIES:

Facility Rental Fee	\$ 360.00	\$ 600.00	\$ 30.00	\$ 60.00	\$ 225.00	\$ 225.00	\$ 113.00	\$ 113.00	per day
Non-Resident Surcharge	90.00	150.00	-	-	56.25	-	28.25	28.25	per day
Total-Facility Rental Fees	450.00	750.00	30.00	60.00	281.25	225.00	141.25	141.25	per day
Total-Cleaning/Damage Deposits (Refundable)	\$ 500.00	\$ 350.00	-	-	\$ 300.00	\$ 300.00	\$ 150.00	\$ 150.00	one time

Additional Amenities-Equipment/Misc Fees

Stage Sections	Fencing Panels	Barn Stalls	Drop Cords	Wire Looms	Trash Cans	Picnic Tables	Overnight Camping
4'x8'x2' each	(Powder River)	(If Under 10)					
Each (per Day)	\$ 9.00	\$ 15.00	NA	NA	NA	NA	\$ 10.00 each/day
Bundled	\$ 531.00 (59 Panels)	\$ 150.00 (10-60)	\$ 24.00 (6-Pack)	\$ 60.00 (6-Pack)	\$ 100.00 (10-Pack)	\$ 160.00 (8-Pack)	NA per day