



Douglas County Fairgrounds Complex

2110 SW Frear Street; Roseburg OR 97471

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douglasfairgrounds.com

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Building rentals include: 100 chairs and 15 tables
 Setup & Tear Down days **do not** include heat or A/C it is an additional \$115.00 per day
 Building rates include normal sweeping, vacuuming carpet and mopping by Complex Staff

Facility Rental "Schedule A"

Building	General Information	Rate
Back-Stage	624 sq feet (18' x 40') plus 2 small rooms 180 sq ft each	\$50.00/hr
Conference Building (Cascade, Umpqua, Pacific)	13,475 sq feet Audience Seating: 902 Banquet Seating: 664	\$1,080.00
	Setup & Tear Down Day :	\$370.00
Cascade Hall (Conference Hall)	4,605 sq feet Audience Seating: 310 Banquet Seating: 176	\$450.00
	Setup & Tear Down Day :	\$155.00
Cascade East Hall (Conference Hall)	1943 sq feet Audience Seating: 132 Banquet Seating: 80	\$290.00
	Setup & Tear Down Day :	\$155.00
Cascade East meeting (Monday-Thursday) (Conference Hall)	1943 sq feet Audience Seating: 132 Banquet Seating: 80	\$65.00/hr with a 4 hour minimum
	Included: Fairgrounds sets up tables, chairs, AV and water service	
Cascade West Hall (Conference Hall)	2,661 sq feet Audience Seating: 178 Banquet Seating: 104	\$290.00
	Setup & Tear Down Day :	\$155.00
Cascade West meeting (Monday-Thursday) (Conference Hall)	2,661 sq feet Audience Seating: 178 Banquet Seating: 104	\$65.00/hr with a 4 hour minimum
	Included: Fairgrounds sets up tables, chairs, AV and water service	
Pacific Hall (Conference Hall)	4,322 sq feet Audience Seating: 287 Banquet Seating: 168	\$450.00
	Setup & Tear Down Day :	\$155.00
Umpqua Hall (Conference Hall)	4,547 sq feet Audience Seating: 305 Banquet Seating: 176	\$450.00
	Setup & Tear Down Day :	\$155.00
Dormitory	2,400 sq feet (80' x 30') Audience Seating: 125 Banquet Seating: 70	\$150.00
	Setup & Tear Down Day :	\$60.00
Dormitory Meeting Use	2,400 sq feet (80' x 30') Audience Seating: 125 Banquet Seating: 70	\$35.00/hr
Douglas Hall	24,336 sq feet (156' x 156') Audience Seating: 2,500 Banquet Seating: 1,500	\$800.00
	Setup & Tear Down Day :	\$155.00
Exhibit Building (Full Building Rental)	28,000 sq feet Audience Seating: 2,500 Banquet Seating: 1,000	\$900.00
	Setup & Tear Down Day :	\$270.00
Exhibit Building (Half Building Rental)	12,000 sq feet Audience Seating: 800 Banquet Seating: 650	\$450.00
	Setup & Tear Down Day :	\$135.00
Floral Building	3,600 sq feet (60' x 60') Audience Seating: 240 Banquet Seating: 145	\$300.00
	Setup & Tear Down Day :	\$90.00
Food Court	Daily Rate	\$115.00
Garden Park	Daily Rate Included: Food Court Pavilion & regular electrical hookup	\$150.00

Grandstands (Concessions Managed by Complex)	300' x 200'	\$1,525.00
	Audience Seating: 5,000	
	Setup & Tear Down Day for full Grandstands:	\$500.00
	Track only	\$600.00
	Pit Office w/track rental only	\$65.00
Arenas	Pavilion Arena 100' x 200' sq ft seats 400+ includes upstairs office River Arena 104' x 250' sq ft seats 600+ permanent bleachers Outdoor Arena 105' x 240' sq ft seats 900+ permanent bleachers	
	Equestrian Events	
	Monday- Friday with a 3/hr minimum	\$34.00/hr
	Saturday- Sunday Show events	\$350.00
	Saturday- Sunday Non Show Events 4 Hour usage	\$160.00
	Saturday- Sunday Non Show Events 8 Hour usage	\$320.00
	Livestock Holding	\$90.00
	Setup & Tear Down Days	\$140.00
	Special Events	
	Event with paid spectators	\$500.00
Event without paid spectators	\$450.00	
Horse Stalls	120 Total Stalls A-Barn 58 Stalls 8 x 12 B-Barn 62 Stalls 12 x 12	
	Daily Rate Per Stall (1 horse in stall)	
	Show	\$15.00/night
	Transient	\$20.00/night
	Monthly Rate Per Stall	
	Deposit	\$10.00
	Horse Stall	\$85.00
	Tack Stall	\$70.00
Kitchens (for events not selling or catering & must be approved by management)	Douglas Hall Kitchen Daily Rate	\$110.00
	Pavilion Arena Kitchen Daily Rate	\$80.00
	Pavilion Arena Kitchen meeting only	\$40.00
Outside Space	Event in conjunction with other complex facility rental	\$1.15 per sq foot
Parking Lots	Move in day	\$320.00
	Daily Rate	\$650.00
	Grandstands Parking lot w/Grandstand Mezzanine rental	\$685.00
	Setup & Tear Down Day Lower Mezzanine :	\$110.00
R.V. Park 50 Spaces w/electrical & water hookups	14 Day maximum stay (1% state lodging tax)	\$20.20/night
	Drive through spaces are 25-31	
	Included: showers, restrooms, dump station	
R.V. Park Tent Use	2 Day maximum stay (1% state lodging tax)	\$20.20/night
R.V. Park Dump Station	Per Dump Use (If staying in RV Park free)	\$5.00
R.V. Park Event Related Camping (Must be approved by management)	Dry Camp (1% state lodging tax)	\$15.15/night
	Power/Water hookup (1% state lodging tax)	\$20.20/night
	To include show collection agreement drive through gates are locked from 11:59 pm - 8:00 am	
Storage (October - March) Boats & Trailers under grandstands	Length 31' and under max height 9'	\$35.00/month
Umpqua Park Amphitheater	Daily Rate or 10% ticket sales (whichever is greater)	\$1,750.00
	Novelties (User provides sellers)	25%
Umpqua Park	Daily Rate Included: 4 picnic tables, water, & regular electrical hookup	\$50.00

General Information Sheet (Schedule C)

Rental hours are from 8:00 a.m. - 11:59 p.m.

Anyone in the building(s) or arenas before 8:00 a.m. or after Midnight, will be charged \$60.00 an hour, or any portion of an hour, for the first 2 hours. After that there will be a charge for a full rental day.

License Deposits	One-half of the contract total is due upon execution of the agreement, and is non-refundable . The Balance and security deposit is due and payable 30 days prior to the event.
Security Deposits	A refundable security deposit is required for buildings at : \$100/\$150** A refundable security deposit is required for equine/livestock at: \$100/\$150** A refundable security deposit is required for track events at: \$500** **Fairgrounds has discretion to increase/decrease fee depending on event
Setup	User will do own set-up. Any set-up done by the Fairgrounds staff will be charged at the current labor rate per man hour. Set-up diagram must be submitted minimum of two weeks prior to event date. Decorating to be done by user.
Tear Down	User is responsible for wiping down and stacking tables and chairs and will pick up all large debris. See cleaning instructions provided with agreement.
Pavilion	Arena panels must be restored to original set-up after your event. User will be charged the current labor rate if Fairgrounds staff has to re-set panels or clean livestock hold areas of excess debris.
Stalls	Show Stalls- User responsible for opening and collecting fees for stalls. Check out stall key at Fair Office. User will be billed \$15 per day/per stall used after the show. Reserved Stalls- Must be paid in advance. No refunds for unused stalls.
Clubs	Must provide non-profit status of organization for non-profit rate. User will be charged for no show. Minimum of 5 work days notice prior to event day to cancel.
Parking Lots	User Cleans up parking lot Any Damage to asphalt or dirt will be billed to user. No stakes in asphalt or dirt. User to provide portable toilets No power provided (extra charge for power drop)
Novelties	User to pay fairgrounds 25% of all gross novelty sales at conclusion of event. Arrangements to be made at Fair Office prior to event and final settlement.
Food & Beverage	Food & Beverage brought onto the Fairgrounds property must have written permission from Management. All Food and Beverage must be paid in full within 10 business days of event.
Concessions	User must select from Approved Concessionaires list. Fairgrounds providing concessions requires guaranteed sales averaging \$50/hour for a 4 hour minimum of operation. Concessions & alcohol operated by complex shares no revenue with user. User may provide own concessions, must contact Fair Office not less than 30 days prior to event date for clearance. User must have temporary day permit from Douglas County Health Dept (541-464-3820), if open to the public. User must also have Public Liability insurance that includes "product liability" coverage.
Catering	User must select from Approved Caterer list. Must call Fair Office not less than 30 days prior to event date with name of caterer. Fairgrounds catering must call Dan Hults (541-975-7704) or Kim Perry (541-440-4425) with menu choice and head count. A 15% gratuity charge will apply to all Fairgrounds catered events.
Alcohol	Alcohol (beer, wine, hard liquor) provided by Complex, requires guaranteed minimum sales of \$300 User may provide own alcohol beverages, must provide a certificate of insurance for "host liquor liability" minimum of \$1,000,000 and a signed Complex Liquor Policy Form.