MADISON COUNTY AGRICULTURAL & EVENT CENTER

Official Rules & Policies of Facility Use

Email: Madisonco.fairground@gmail.com **Website:** madisoncofairgroundnc.org

1. ALCOHOL & CONTROLLED SUBSTANCES

STRICTLY ENFORCED

- **Strict Prohibition:** In accordance with county regulations, the Madison County Fairground is a dry facility. Alcohol, illegal substances, narcotics, or controlled substances of any kind are strictly prohibited anywhere on the property at all times, including setup, event hours, and teardown.
- **Violation & Mandatory Termination:** Any possession or consumption of alcohol or illegal substances by the renter, guests, attendees, or vendors will result in immediate event termination, mandatory eviction from the premises, and total forfeiture of all deposits and paid rental fees.

2. RESERVATIONS, DEPOSITS & PAYMENT TERMS

- **Security & Damage Deposit:** A **$350.00 Refundable Deposit** is required at the time of booking to secure event dates. Dates are reserved on a year-to-date rolling basis.
- **Payment Guarantee (1 Week Prior):** A check made payable to *Madison County Fairgrounds, Inc.* or credit/debit card information for the full rental amount must be provided **one (1) week prior** to the booked event and held on file by staff.
- **Full Payment Processing:** Rental fees are processed on the **second (2nd) business day following the event**. Accepted methods: Cash, Check, or Credit/Debit Card (subject to a 3% card processing fee).
- **Deposit Return:** The $350.00 deposit is refunded on the next business day after the full rental payment is processed, provided all rules and clean-up standards are met.
- **Cancellation Policy:**
  - **45 Days or More Prior to Event:** 100% deposit refund.
  - **Fewer Than 45 Days Prior to Event:** Deposit is completely non-refundable.

3. CONCESSION STAND & KITCHEN POLICY

- **Included Facility Use:** Kitchen/Concession Stand access is included with rentals of the Covered Arena, Livestock Building, or Outside Grounds. Features include stand refrigeration, a steam table, and select tables and chairs.
- **First-Come, First-Served Priority:** As a multi-use facility hosting simultaneous events, Concession Stand priority is assigned strictly to the first renter who submits their security deposit. Subsequent renters must provide their own alternative catering or food service options (e.g., licensed food trucks).

4. INSURANCE REQUIREMENTS

- **Certificate of Insurance (COI):** Renters must maintain General Liability coverage of at least **$1,000,000**. The policy must explicitly list **"Madison County Fairground and Madison County Government"** as Additional Insureds.
- **Submission Deadline:** The verified COI must be submitted alongside final payment arrangements. Facility entry and setup will not be permitted without an approved COI on file.

5. FACILITY CARE, CLEANING & RESTROOMS

- **Minimum Cleaning Fee Assessment ($350.00):** A minimum fee of $350.00 will be charged if the facility, kitchen, restrooms, arenas, or grounds are not fully restored to their original clean condition.
- **Restroom Maintenance:** Restrooms are supplied with soap, paper towels, and toilet paper at setup. Renters must provide supplemental supplies for high-attendance events and leave restrooms clean.
- **Waste Removal:** Renters must supply heavy-duty trash bags, clean up all event areas, and deposit all bagged waste directly into main facility dumpsters prior to vacating.

6. COVERED ARENA & LIVESTOCK RULES

- **Hay & Bedding Restrictions:** Feeding hay or spreading bedding under any covered arena section is strictly prohibited, with the sole exception of designated back pens behind the bucking chutes.
- **Unattended Animals:** Animals must not be tied up or left unattended inside the arena at any time.
- **Concrete Surface Protections:** Animals are prohibited on concrete surfaces, with the exception of the arena entry gate—and only with prior staff authorization and proper protective flooring in place.
- **Equipment & Panel Reconfiguration:** Panels, gates, pens, or arena equipment must not be moved or altered without explicit prior authorization from staff.
- **Manure & Equine Health:** All manure must be cleaned and moved to the designated manure bunker. A valid Negative Coggins certificate is required on-site for all equine.

7. OPERATIONS, CHECK-OUT & COMPLIANCE

- **Mandatory Entry/Exit Form:** Event holders will receive an official Entry/Exit Checklist. This form must be completed, signed, and deposited in the designated staff drop area at the end of the rental period.
- **Renter Responsibility & Conduct:** Renters assume complete legal and financial responsibility for the behavior and oversight of all attendees, participants, and vendors.
- **Security Personnel:** The Board reserves the right to require certified law enforcement or security