

Affordable, flexible venues where community gatherings come to life

Standard Venue Rates

Venue	Included	Half Day/Full Day	Non-profit: Half Day/Full Day
Erickson Building	Stage & Restrooms	200/400	180/360
Art Building	Kitchen & Restrooms	175/350	160/315
4-H Building	Kitchen & Restrooms	125/250	120/225
Horticulture	Brick Restrooms	200/400	180/360
Old Commercial	Use of individual stalls in building	75/150	67.50/135
Picnic Shelter	Brick Restrooms	Full Day Only: 20 or less: 100 25-50: 200 50-100: 300	Full Day Only: 20 or less: 90 25-50: 180 50-100: 270
Informations Booth	Booth	Full Day Only: 50	Full Day Only: 45
Grandstands	Brick Restrooms	Full Day Only: 350	Full Day Only: 315
Mud Pit	Brick Restrooms & Grand Stands	Full Day Only: 400	Full Day Only: 360
Overflow Parking		Full Day Only: 100	Full Day Only: 90
Courtyard	Surrounding outdoor booths	Full Day Only: 200	Full Day Only: 180
Rebekah's Kitchen	All appliances	Full Day Only: 200	Full Day Only: 180
BBQ Kitchen	All appliances	Full Day Only: 100	Full Day Only: 90

Single Meeting Rates- Up to 3 hours

Venue	Included	Rate
Erickson Building	Stage & Restrooms	150
Art Building	Kitchen & Restrooms	100
4-H Building	Kitchen & Restroom	100
Cleaning Fee	\$50 per meeting	

Additional Rental Add Ons

Item/ Service	Fee
Tables & Chairs	Included with your rental. Set-up and teardown is the responsibility of the renter.
Spider Box	30 per unit
Picnic Tables	10 per table
Cleaning Fee (No food & Beverage)	100 per building
Cleaning Fee (Food & Beverage)	200 per building
Waste Management Fee	Dependent upon event requirements.

Required Fees & Policies

Cleaning fee: Covers sanitation supplies, trash liners, staff prep/reset, and final post-event inspection. Not a substitute for renter clean-up.

Insurance (COI) required: Provide a Certificate of Insurance naming Jefferson County Fairgrounds as additional insured, minimum \$1,000,000 liability, due at contract signing. Proof must cover move-in through move-out.

Payment: A contract must be signed and COI provided to reserve a date. Payment in full is due 60 days before the event. Unpaid balances may result in loss of date.

Setup & teardown. Renter is responsible for all setup/teardown. Only use approved tape/fasteners; remove all décor and personal items by the end of the rental period. Tables and chairs are to be neatly stacked against the wall, the area will need to be free of any debris and swept. Garbage must be deposited into designated dumpsters or hauled off site depending on event agreement. Excessive debris may incur fees.

Power & utilities: Standard outlets included in most building rentals. High-draw equipment or additional power drops must be requested in the **Venue Rental Inquiry Form** in advance; fees may apply.

Food & alcohol: Alcohol is not permitted without the proper permit/license obtained and submitted to the Jefferson County Fairgrounds at least 14 days prior to the event. Events serving but not selling alcohol must obtain a Banquet Permit through the State of Washington; nonprofit organizations selling alcohol must obtain a Special Occasion License. If food or beverage will be served, a non-refundable \$200 cleaning fee applies.

Animals: Only service animals permitted inside buildings unless otherwise authorized.

Parking & accessibility: On-site parking is first-come, first-served; ADA spaces must remain open. Load-in/out zones are time-limited. Do not block fire lanes.

Damage & liability: Renter is responsible for damage beyond normal wear. Nothing may be attached to walls, doors, windows, floors, ceilings, or fixtures—no tape, adhesives, tacks, staples, nails, screws, or hooks. If you wish to hang anything, you must receive written approval from the office **before** signing the contract and use only approved methods. Not allowed: glitter, confetti, open flames (candles, Sterno, sparklers), fog/haze/smoke machines, weapons of any kind, fireworks/pyrotechnics, or any similar items that could damage the facility or create a safety hazard.

Cancellations & refunds: Partial refunds may be issued for cancellations made 30+ days before the event date; no refunds are issued for cancellations within 30 days of the event.

Weather (outdoor rentals): Renter should have an inclement weather plan. The Fairgrounds does not guarantee weather accommodations; tenting requires advance approval.

Interested in renting the entire fairgrounds? Reach out to confirm dates and discuss pricing. Packages are tailored by scope (buildings + grounds, utilities, access hours, permits) and availability is limited.

How to Book

1. Submit the Event Rental Form to office@jeffcofairgrounds.org.
2. **Receive availability & estimate:** We confirm dates and send a detailed quote (venue + add-ons + required fees).
3. **Sign & secure your date:** Sign contract, provide COI and pay invoice 60 days prior to the event.

Questions? We're here to help!

Email office@jeffcofairgrounds.org • Call (360) 385-1013

Rental Inquiry Form for Jefferson County Fairgrounds

Jefferson County Fairgrounds
4907 Landes St, Port Townsend, WA 98368
office@jeffcofairgrounds.org | (360) 385-1013

Contact Information

Name: _____

Organization (if applicable): _____

Non- Profit: ☐ Yes ☐ No

Phone Number: _____

Email Address: _____

Mailing Address: _____

Event Details

Event Name: _____

☐ Public Event ☐ Private Event

Would you like this event to be posted on our website and social media: ☐ Yes ☐ No

*If you would like your event posted on our website, please provide all content and photos at least 1 month before your event date.

Description of Event:

Preferred Date(s):

Alternative Date(s):

Setup Date and Time: _____ Cleanup Date and Time: _____

*If setup or cleanup days fall outside of your scheduled event dates, an additional rental fee will apply for each extra day.

Expected Attendance: _____

Will food and beverage be served at this event? ☐ Yes ☐ No

*If food or beverages are served during your event, a \$200 cleaning fee will be applied per building.

Will alcohol be served or sold at this event? ☐ Yes ☐ No

*Alcohol is not permitted without the proper permit or license being obtained and submitted to the Jefferson County Fairgrounds at least 14 days prior to the event. Any event serving alcohol but not selling it must obtain a Banquet Permit through the State of Washington, while nonprofit organizations selling alcohol must obtain a Special Occasion License.

Additional Equipment/Services

Tables (How many?): _____ Chairs (How many?): _____

*Tables and chairs are included in the rental price and will be provided stacked in the building; set up and tear down are not included.

Picnic Tables (How many?): _____ Spider Box (How many?): _____

Power Requirements: ☐ Yes ☐ No
(If yes, please specify):

Facility Preferences

- ☐ Art Building
- ☐ 4-H Building
- ☐ Erickson Building
- ☐ Horticulture Building
- ☐ Old Commercial
- ☐ Courtyard
- ☐ Covered Picnic Area
- ☐ Information Booth
- ☐ Rebekah's Kitchen
- ☐ Campground
- ☐ BBQ Kitchen
- ☐ Grandstands
- ☐ Inner Field (Mud Pit Area)
- ☐ Brick Restrooms
- ☐ Overflow Parking
- ☐ Grounds (Partial)
- ☐ Grounds (Entire)
- ☐ Other:

If selecting "Entire Grounds or Partial Grounds": How much space will you need?

Event Itinerary (Please provide a detailed itinerary for each day of your event):

Additional Notes or Requests

All events must provide a COI (Certificate of Insurance) naming Jefferson County Fairgrounds as an additional insured with minimum \$1,000,000 liability coverage, due at the time of contract signing.

Terms and Acknowledgment

By submitting this form, you acknowledge that all information is accurate to the best of your knowledge. This form does not guarantee the availability of your requested date(s). A representative from Jefferson County Fairgrounds will contact you to confirm details and discuss further requirements.

Signature: _____ Date: _____