

Equine Rental Rates

Venue	Included	Full Day/ Full Day (Non-Profit)
Equine Area	Large Arena, warm-up arena, round pen, upstairs announcer's booth, trailer parking in designated area and (4) garbage receptacles	\$250/ \$225
Individual Stall Use (Day Rate)	Day Use	\$20
Individual Stall Use (Overnight Rate)	Two nights included	\$40
Concession Stand	Use of appliances included in the space. If using the Concession Stand for public food service is required to obtain a Temporary Food Service Permit from Jefferson County Public Health prior to the event. The Temporary Food Service Permit application can be found at: https://www.co.jefferson.wa.us/FormCenter/Environmental-Health-17/NEW-2024-Temporary-Food-Service-Applicat-101 Additional information and operational guidance for temporary food service may be found here: https://www.co.jefferson.wa.us/DocumentCenter/View/9658/Guidance-for-Temporary-Food-Service	\$150
Picnic Tables		\$10 per
Spider Box		\$30 per
Waste Management Fee		Dependent upon event

Required Fees & Policies

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 & Required Clean-Up: Renters are responsible for all setup and teardown and must remove all personal belongings, décor, equipment, bedding, hay, manure, and trash. All stalls, barns, arenas, walkways, and warm-up areas must be left in the same condition in which they were received. Manure and shavings must be deposited in designated manure bins only and may not be placed in general-use dumpsters. Excessive debris or incomplete cleaning will result in additional labor fees, with a minimum \$200 charge.

Power & utilities: Standard electrical outlets are included in most equine area rentals. Any high-draw equipment or special electrical needs must be requested in advance and may incur additional fees.

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.

Arena Preparation: The Fairgrounds will groom the arena once before the start of the rental period. Any additional grooming required during the event is the responsibility of the renter and must be performed using their own equipment unless otherwise authorized.

Equine Area Safety Rules: All equine areas must be used safely and responsibly. Horses must remain attended or properly stalled at all times, and may not be left tied to trailers overnight or loose outside of stalls. No smoking, vaping, candles, or open flames are permitted in or near barns. Dogs must be leashed and are not allowed in arenas. Lunging is permitted only in designated arenas. Manure must be cleaned immediately from aisles, arenas, wash racks, and walkways and deposited only in designated manure bins, never in dumpsters. Children must be supervised at all times, and helmets are required for minors. Any damage or safety concerns should be reported promptly.

Parking & accessibility: Parking is first-come, first-served and limited to designated areas. ADA parking and fire lanes must remain clear. Horse trailers must park only in approved trailer zones. Overnight camping is only permitted with a reservation in the campground, reservations may be made here: <https://www.campspot.com/book/jefferson-county-fairgrounds>

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, send over contract and invoice.
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

Horse 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): _____

Is your Organization a registered 501c3 Non- Profit: ☐ Yes ☐ No

Phone Number: _____

Email Address: _____

Mailing Address: _____

Event Details

Event Name: _____

Is this a Public or Private event: ☐ 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 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.

Equipment/Services

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

Number of Stalls Needed for Day Use: _____

Number of Stalls Needed for Overnight Use: _____

Will you need use of Concession Stands: ☐ Yes ☐ No

*See Equine Rental Sheet on page 1 for applicable permits.

Power Requirements: ☐ Yes ☐ No

(If yes, please specify):

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: _____