

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 |
| Information 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 & Grandstands | 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 and 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. Complete the [Venue Rental Inquiry Form](#).
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