



Facility: STATE FAIR ROOM

Capacity:	300
Seating Capacity:	244
Rent:	\$800.00
Deposit:	\$400.00 (refundable less any damages)
Event Service Representative:	\$20.00 hr (begins 2 hrs before event starts stays until ½ hr after the event ends)
Security:	\$18.00 hr (begins at the start of the event stays until ½ hr after the event ends)
Lot Attendant:	\$17.25 hr (begins at the start of the event stays until the event ends)
Chairs:	Included in Rent
Tables:	Included in Rent (60 inch round, accommodates 8) (8 ft. long tables are available)
Liability Insurance:	\$150.00 (Cost could increase, depending on event attendance. You can also provide your own certificate of insurance to avoid this cost.)
Tax:	8.2%

Alcohol: At no time is the event allowed to bring alcohol to the facility. All alcohol at any event has to be purchased through State Fair Park. Please call for information on costs and description of what we provide.

Caterers: This room is required to have the food catered either through State Fair Park catering or our preferred catering list. If catered through State Fair Park we will rebate 15% of the catering costs and apply it towards the rent of the room. If you have a caterer in mind, please have them contact us so that we can have a contract signed by them stating that they will pay us 15% of your catering bill for allowing them to do business at our facility.

Move-in: The party can move-in on the event day beginning at 8:00 AM. If the facility is available the day before, the party can move-in from 8:00 AM – 4:00 PM at no charge. Any time after 4:00 PM, the party has to pay for security to be on site at a four (4) hour minimum. All the tables and chairs are in the facility, the party is responsible to place them.

Move-out: Party is allowed ½ hour after the event to clean up. Clean up consists of disposing of all debris off the tables, floor and kitchen. We will do the initial cleaning after the event. Plus, we will put away the tables and chairs.