

WESTON COUNTY EVENT CENTER

Revised 11/14/17

The Weston County Fairgrounds are extremely proud to offer such a nice, versatile facility and encourage everyone interested in using the facility to call 746-8806 to arrange a tour. All fees are per day. Extended event fees will be quoted on a case-by-case basis.

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| <u>Event Center Main Hall</u> (Seating for 387) | \$250.00 |
| Cleaning Deposit: \$300.00 | |
| <u>1-Section</u> (Seating for 125)..... | \$100.00 |
| Cleaning Deposit: 100.00 | |
| <u>Conference Room</u> (Seating for 20) | \$ 20.00 |
| Accessible through main door and side door. | |
| Cleaning Deposit: \$25.00 | |

Section A, B or C Hourly Rate: \$20.00 per hour

All of the above include use of a continental food/coffee area, restrooms, tables and chairs.

If your event requires set-up the day before, a minimal fee may be required if the building is in high demand.

Carry in Kitchen (for preparation of food or carry-in)\$ 50.00

Kitchen Alone (for full preparation of food)\$150.00
 Cleaning Deposit \$200.00

Kitchen w/Rental of Main Hall or Section.....\$100.00
 Cleaning Deposit included with hall rental deposit
 This fee includes supervision to provide instruction on proper use of equipment.

Vendor.....\$ 25.00
 Liquor Permit obtained from Newcastle City Council required and vendor must provide proof of Liquor License and Insurance for off premise and TIPS training. Food vendor must post Department of Agriculture License. All other vendors must provide appropriate documentation if any.

Users will be asked to read and sign a USER RENTAL AGREEMENT. Please note in this agreement: ALL DECORATING MUST BE DONE WITH SCOTCH TAPE or use the grids on walls—Pins, tacks, etc. used in the Event Center will be consider damage and deposits will be retained. If damage occurring to the Event Center exceeds the deposit amount, the USER will be billed for the cost of repair.