

FOUR SEASONS ARENA POLICY

1. Check the Weston County Fairgrounds Face Book Page or website for the arena reservation schedule. If questions arise, please call 746-8806 for the most up to date information.
 2. Anytime you use the lights, reserved or not, **payment by credit or debit card will be required. If you reserve the arena and do not use the lights you will still be billed for your reservation. Also if you reserve the arena and do not use it for your full reservation and do not call to cancel, you can be charged for time not used but reserved. Please see instructions next to the credit card machine for use instructions or call the fairgrounds office for help.**
 3. Arena reservations may be made to the fairground's office on a first-come first-served basis:
 - a. If the arena is reserved, the fee is \$15 per hour with or without the lights on, and whether you show up, **for the entire time the arena is reserved**. If you need to cancel your reservations, let the Fairground's Office know at least 1 hour in advance, thus allowing others to utilize the facility; otherwise, you will be charged for your reservation.
 - b. Fair Board Policy: February 8, 2011. Cattle must remain in the arena and stay out of the horse stall areas. Please use the designated return alley on the West side.
- **YOU WILL BE CHARGED FOR YOUR RESERVED TIME OR ACTUAL RIDING TIME, WHICHEVER IS LONGER. ****
4. If you wish to ride in the arena, and there is no scheduled reservations, you may, given the following:
 - a. If you choose not to turn on the lights, there is no fee. You may ride as long as you wish or until the next scheduled reservation; however, the arena is open to everyone at this point.
 - b. If you choose to ride with the lights on, either:
 - i. Call, text, or FB message the Fairgrounds' Office for reservations (746-8806) 2 hours in advance, or
 - ii. If no one else is riding, simply turn on the lights using the credit card machine in the south east corner of the barn.
 1. Note, however, you may not run off other riders by simply turning on the lights.

****If the arena is reserved, or the lights are on, that individual has exclusive use of the arena for as long as they wish, or until the next scheduled reservation. ****

5. Any account, not paid according to the terms on the invoice, will be considered delinquent and interest charges may accrue at the rate of 18% and use of the fairgrounds or the ability to reserve the arena will be revoked until arrangements are made with the fairgrounds office or payment is made in full.
6. Events may schedule the FSA for a flat fee of \$300.00 per day with a \$350 damage/cleaning deposit. Also a \$150 set up fee may be charged for events. At least 1 day's notice to the Fairgrounds' Office is required and the non-refundable rental fees are due immediately. Otherwise, to reserve a date, a non-refundable deposit, equal to the event's rent, is required at least 1 month prior to the event.
7. Set up and cleaning days will be charged at \$100/day for facilities that are not available for the public use.
8. The arena will be worked as needed and on Friday afternoons. Unless an event is taking place in the arena over the weekend, it will not be worked again until Monday morning. Sleds and ATVs are only allowed in the indoor arena on Tuesdays, Thursdays, and Sundays after 4 PM. Also we ask that you make a reservation and let the office know you will be using the sled. It allows other to know that the arena may be packed before reserving a time slot.
9. Please return fairgrounds equipment, barrels, poles, bridge, etc., to its proper location after use or it will be locked up and you will have to make arrangements with the fairground's office to use it.
10. Invoices will be made available through email starting February 1st, 2019. You will also be able to pay them online. Credit/debit card transactions can be accessed a 3.5% fee to cover credit card processing fees. If you would like to receive your invoices through email, please write down your email address on the time sheet or email office@westoncountyfair.com.