

WESTON COUNTY EVENT CENTER

Effective July 1, 2021

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.

Event Center Main Hall: (Seating for 387).....	\$300.00
Cleaning Deposit: \$350.00	
1-Section: (Seating for 125).....	\$125.00
Cleaning Deposit: \$300.00	
Conference Room: (Seating for 20)	\$ 50.00
Accessible through main door and side door.	
Cleaning Deposit: \$50.00	

All of the above include use of restrooms, tables, and chairs. Written list of amenities required must be given to fairgrounds office no less than 7-days before event unless other arrangements are made.

If your event requires set-up, a fee may be required up to \$150.

Carry-In Kitchen (for preparation of food or carry-in)	\$ 75.00
Kitchen Alone (only full kitchen rental 8 AM-5 PM).....	\$100.00
Cleaning Deposit \$200.00	
Kitchen w/Rental of Main Hall or Section	\$125.00
Reserved Set Up or Cleaning Day	\$100.00

Cleaning Deposit: This fee includes supervision to provide instruction on proper use of equipment.

Linens: Linens are available for rent in black, white, burgundy, ivory and limited availability in sandalwood, green, chocolate, red, royal blue, chocolate, red, pink, gold, rust, navy.

- 85"x85" square for round tables.....\$1.50/tablecloth
- 52"x114" for rectangle tables.....\$1.50/tablecloth
- Napkins (available in all colors).....\$.25/napkin
- Other sizes available

Other Amenities:

Microphone Deposit	\$100.00
Wireless, and regular mics are available.	
Stage Rental	\$150.00
Includes setup and tear down, stage skirting, backdrops, stairs, and can be set up in a variety of configurations.	
Indoor Event Set-Up/Tear-Down	up to \$150.00
Projector and Screen Deposit	\$100.00
Racks/Peg Boards Rental	\$3.00/piece
Vendor in EC/Day	up to \$50.00
Vendor in EC/Event	up to \$130.00

Liquor Permit obtained from Newcastle City Council or Weston County Courthouse is 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.