



## **KALAMAZOO COUNTY EXPO CENTER & FAIRGROUND RENTAL RULES AND POLICIES**

### **GENERAL SETUP RULES & REGULATIONS**

1. Renter agrees not to post, attach, paste or affix any placard or signage to a wall or door. Any signs must be posted on an available bulletin board or area agreed upon by the Expo Center. Tape or adhesive use is prohibited on any wall or door. Signs, banners, or other items cannot be hung from ceilings.
2. Event loading and unloading must be done in designated loading zone areas.
3. Tables, chairs, and event activities in hallways or outside of rented rooms are prohibited without prior written permission from the Expo Center. Use of outdoor space for events is only permitted if included in event contract.
4. Motor vehicles are not allowed inside the Expo Center unless prior approval from the Expo Center and Kalamazoo Township Fire Marshall.
5. Access to exit doors must not be blocked. All event setups must be compliant with Kalamazoo Township fire codes and floor plans must be approved by the Kalamazoo Township Fire Marshal a minimum of 14 days in advance.
6. Large items displayed, housed or presented on any floor must be placed on a tarp or similar covering so as not to stain or damage flooring. Heavy materials must not be dragged, skidded or rolled over floors. All heavy materials or equipment must have matting placed underneath to protect all floor surfaces.
7. Items may not be placed on heating/air conditioners units.
8. Rental rooms should be returned in the condition received. All items and property must be removed by the end of rental period.
9. No flyers may be placed on vehicles.
10. Popcorn is not allowed to be prepared, sold or served during events held indoors at the Expo Center without prior written approval by the Expo Center.
11. No pop-up tents or canopies can be setup inside the Expo Center.
12. No candles, glitter or confetti may be used for decoration. Balloons are not permitted without prior written approval by the Expo Center.

## POLICIES

### CONCESSIONS

The Kalamazoo County Expo Center has an in-house concession service. All food concessions must be provided by the Expo Center Concessionaire. The Concessionaire will operate out of the Concession Stand located off the Lobby, but may also utilize the Kitchen as needed. The Kitchen may still be rented for private events or public events opting to serve food at no charge. These events may opt to serve food themselves or contract with a caterer. The Expo Center Concessionaire can provide catering services or an outside caterer may also be brought in. Unless using a licensed caterer, a temporary food license is required when serving food. It is needed if renter plans to serve food at any public event. Contact the Kalamazoo County Human Services Department, Bureau of Environmental Health at 269-373-5210 at least one week prior to the event to obtain the license.

Outdoor events may still arrange for outdoor food concession vendors. There is a \$25.00 per day fee for each outdoor food concession setup. This fee includes 50 amp electric (minimum), water hook-ups and trash removal. Specific outdoor areas must be used for outdoor concessions.

#### Kitchen Rules:

1. No Deep Fryers inside any of the buildings.
2. Frying, grilling or cooking with open flame is not permitted inside any of the rooms. This can only be done in the kitchen under the hooded exhaust fan or outdoors.
3. Kitchen must be cleaned and returned in condition received.
4. All items must be removed from refrigerators and freezer at end of rental period. Any items not removed may be disposed of.
5. Moving kitchen equipment is prohibited.
6. It is the responsibility of the group occupying the kitchen to make sure the dining areas are kept clean during events including busing and wiping down tables and picking trash up off floor.
7. The kitchen does not have pots, pans, flatware, tableware, cups, glasses or serving utensils. Renters must provide their own supplies.
8. A commercial coffee maker and filters are available in the kitchen. Renters need to bring everything necessary (coffee, sugar, sweetener, paper goods, etc) for coffee. Expo Center staff will instruct a renter designated representative on how to make coffee.
9. The outside door from the kitchen is for loading and unloading only. According to Health Department regulations, it must otherwise be kept closed.
10. Food, coffee grounds, or any other waste are not to be dumped in the sinks. Trash containers are provided for all of these items. Cooking oil must be removed from the site and properly disposed of.
11. The Expo Center is not responsible for items left in the kitchen overnight or while unoccupied from the group including the refrigerators and freezer.

## **RESERVATIONS**

All space and dates are available on a “first-come, first-served” basis, except as indicated by the annual renewal or three-year reservation policies. Event reservations to be renewed on an annual basis that have an established or preferred date each year may have right of first refusal on that date for future years. The Kalamazoo County Expo Center and the Kalamazoo County Parks Commission do not limit or restrict how many of any one type of event may reserve space at the Expo Center & Fairground.

## **RENTAL RATES AND DISCOUNTS**

The Kalamazoo County Expo Center grants a 25% discount for organizations that are nonprofit under Michigan law. Groups may be required to submit proof of their nonprofit status. The event contract holder must be the same as the group organizing the event. This discount only applies to room rental rates and not to barns or other facilities/services.

## **STAFFING**

The staff needed for the operation of the Expo Center & Fairgrounds for an event will be determined by the Expo Center and supplied as needed.

## **INSURANCE**

The Renter shall indemnify, defend and hold harmless the County, its agents, employees, and representatives and the Kalamazoo County Parks and Recreation Commission from and against all claims, liabilities, losses, suits, fines, proceedings and expenses, including attorney fees.

The Renter shall furnish the County of Kalamazoo with a Certificate of Insurance and an insurance policy, when necessary, providing for a comprehensive general liability insurance policy with the broad form extended liability endorsement with policy limits of at least \$1,000,000 to include but not be limited to personal injury, bodily injury, injury to all participants, property damage, product liability, contractual liability and joint negligence of both parties to any rental agreement.

The Certificate of Insurance and policy shall:

1. Specifically provide that “the County of Kalamazoo, its agents, representatives and employees and the Kalamazoo County Parks and Recreation Commission” are listed as additionally named insured;
2. Provide that the insurance policy cannot be cancelled without providing a minimum of thirty days written notice to the County; and
3. Remove or strike out the usual provision in the insurance certificate that states: “failure to mail such notice shall impose no obligation or liability of any kind upon the company.”

The amount of liability coverage may vary with the type of activity, determined by the County’s Corporate Council. Renters will be told in advance the amount of insurance required and it is indicated on the contract.

Small meetings and private functions are typically not required to provide insurance.

## **SET-UP AND TEAR-DOWN TIME**

Set-up and tear-down time is rental time. Renters must reserve and pay for set-up and tear-down time in addition to the actual running time of the event. The Expo Center cannot store a renter’s materials either before or after an event.

## CONTRACTS AND RENTAL DEPOSITS

A rental deposit is due when the contract is signed. Contracts and deposits are due in the Kalamazoo County Parks & Expo Center Office within two weeks of the date the contract is sent. This due date will be indicated in the cover letter.

Deposit rates shall be 10% of the total contract amount or a minimum of \$100. If the rental contract equals less than \$100, the full balance will be due with the signed contract. Full payment is required 30 days prior to the date of the event. If a contract is cancelled in writing more than 180 days prior to the event date, the Kalamazoo County Expo Center will retain the deposit. If an event is cancelled less than 180 days of the contract date, the Expo Center reserves the right to collect 50% of the contract amount less the paid deposit. If the date of the event is moved within 180 days of the contracted date and space is available, the contract can be transferred to that date with no penalty.

## BILLING

The contract is also the bill for an event. The total amount due is indicated on the contract and the due date for payment in full is on the contract. Special service fees not included as part of the contract, requested by the contract holder, prior to the event will be paid prior to the event. Services requested during the event will be billed at the time the service is provided. Individual participants or vendors may not request special services.

## TABLE AND CHAIR RENTALS

Tables and chairs must be reserved when the renter makes the room reservation. All renters, except as noted below, pay a fee of \$2.00 per table and \$10.00 per rack of 50 chairs. The Kalamazoo County Expo Center provides standard 8ft. rectangular banquet tables.

Groups renting the facility may be given rental access to an allotted number of tables and chairs based on the room being rented. If a group needs additional tables and chairs beyond the room allotment and the Expo Center does not have them available, they will be rented from an outside provider. Price will be based on actual rental costs.

Room	Main Expo	Expo South	Expo North	Room A	Room B	Room C	Room D
Sq. Footage	23,270	20,000	8500	6720	1568	784	628
# Tables	250	200	100	80	10	5	5
# Chairs	300	250	150	300	100	50	50

Groups renting a minimum of 40,000 sq. feet of indoor Expo Center facilities will be given complimentary use of tables and chairs allotted for the rooms they are renting. If more tables and chairs than the allotment allows are required, additional fees will apply.

The Expo Center staff will set up tables and chairs rented from outside vendors as part of the regular event installation, provided the tables and chairs are delivered to the Expo Center at the time the staff has to setup the room(s). The Expo Center can assist in arranging for additional table/chair rental. The Expo Center holds no responsibility for tables and chairs and their setup or if sufficient rental tables/chairs are not available or are not delivered on time for an event.

## EVENT SECURITY

The Expo Center does not provide security for events. Renters may hire or provide security personnel. All Expo Center building entrances are locked at night and must remain closed. Vendor set-up is considered contracted rental time and is not permitted when overnight security is alone in the buildings. Overnight security plan and personnel must be approved by the Expo Center.

## **FLOOR PLANS/LAYOUTS**

All floor plans and room layouts are due in the Expo Center no later than 21 calendar days prior to an event. Floor plans and room layouts must also be approved by the Kalamazoo Township Fire Marshal a minimum of 14 days prior to an event. Late floor plans may result in the room not being set up or cancellation of event. The Kalamazoo County Expo Center and the Fire Marshal do not retain floor plans from year to year. The Expo Center will honor requests for changes to the setup up to the time the staff actually puts the set up in place. After the setup is in place, requests for changes will be honored as staff time permits. If staff time is not available to make changes, the Renter will need to make their own changes during their rental time.

## **EVENT OFFICE/COUNT ROOM**

Groups renting a minimum of 40,000 sq. feet of indoor Expo Center facilities will be given complimentary use of event office/count room during their event.

If the event office is not being used by a group with the minimum square footage, then it will be available to rent by smaller groups within 45 days of their event. The fee for the event office is \$75.00 per day. Rental preference will be based on the room(s) being rented in the following order: Main Expo, Expo South, Expo North.

## **COAT ROOM**

A coat room with check-in area will be available to events on a first come first serve basis. Events wishing to have the coat room open will need to make arrangements with a non-profit group to operate the coat room. The Expo Center will provide a list of groups that may be able to provide the service. No fees may be charged, only donations can be accepted by the non-profit group. The Expo Center will provide coat racks and coat check tags. If the coat room is being used, it will be available to anyone attending any event at the Expo Center.

## **GOLF CARTS**

The use of golf carts by event attendees or participants is strictly prohibited. If a golf cart is required for use by event staff, a request must be made in writing to the Expo Center at least 90 days in advance explaining its need. If approved the event is required to provide proof of liability insurance for the golf cart. The operators must be licensed drivers.

## **DAMAGE**

Renters will be held responsible for damage that occurs during any part of the rental period. In the event that any part of the buildings, grounds or Expo Center equipment is damaged, it will be documented by the Expo Center staff and if possible shown to the event contact. Renters may incur repair charges and will be invoiced appropriately.

## **PARKING & TRAFFIC**

All vehicles are to be driven and parked in designated areas unless directed by Expo Center staff. Renters are responsible for the enforcement of fire lanes and "no parking" zones during their event, including set-up and tear-down time. Renters should notify vendors that all parking and traffic laws of the State of Michigan are enforced at the Kalamazoo County Expo Center & Fairground. The maximum speed limit for all vehicles is 25 miles per hour.

If the established handicap parking is not available to the general public, an equal number of handicap parking spaces must be made available and clearly marked by the renter.

Parking fees must be approved by Expo Center and will only be permitted if event is renting entire facility.

## **CAMPING**

A 60-unit campground is available at the Expo Center & Fairground and is open the first weekend of April through the last weekend of October. Camping is \$20.00 per night per site. Campsites in the established campground are equipped with water and electrical hook-ups. There are no sewer hook-ups, but two dumping stations are located on site. Ground fires are not permitted. The campground is open to the general public based on availability. Alcohol is not permitted. An additional 150 special event campsites are also available for large events. These sites are not open to the public.

Camping during the off-season is only permitted for individuals involved in an event and must be pre-approved by the Expo Center. No water hook-ups are available in the off-season.

## **ALCOHOL**

The sale of alcoholic beverages before, during or after an event is prohibited. The consumption and/or possession of alcoholic beverages are prohibited unless approved by the Kalamazoo County Park Commission for a Special Activity. A private party does not constitute an approved Special Activity. For purposes of this section, a private party includes, but is not limited to, a wedding reception, retirement party, fraternal organization party, or other similar activity.

## **GAMBLING**

No activities accepted within the definition of gambling under Michigan State law will be permitted at the Expo Center without prior, written approval by the Kalamazoo County Expo Center, the Kalamazoo County Park Commission or the Kalamazoo County Board of Commissioners. All applicable licenses must be obtained from the State of Michigan.

## **SMOKING**

In accordance with State of Michigan law, smoking is prohibited in all buildings, grandstands and food service areas.

## **DISPOSAL OF REFUSE AND GARBAGE**

The Expo Center provides two 12-yard dumpsters and one 12-yard cardboard recycling container at the Expo Center. In some cases the Expo Center may require an event promoter to rent additional on-site dumpsters for an event. The Expo Center will be responsible for arranging the additional dumpsters and will inform the promoter of the added cost. Renters will be liable for the expense for large items or excess amounts of trash left in the Expo Center or on the grounds. The Expo Center charges \$50 per hour plus the cost for disposal for removal of excess trash from the Expo Center & Fairground.

## **LOST & FOUND**

Lost and found articles should be given to the on-duty Expo Center staff member immediately. Items can be claimed from the Kalamazoo County Parks & Expo Center office during regular business hours, Monday through Friday, 8:00am until 5:00pm. The Expo Center is not responsible for lost or stolen items. Items will be kept in the lost and found for 45 days and then be disposed of.

These policies were approved and set forth by the Kalamazoo County Parks and Recreation Commission on December 1, 2011.