



Facility Rental Requirements

1248 Fairgrounds Rd., Duncan, AZ. 85534, Building A
P.O. BOX 123 Duncan, AZ. 85534
Phone: 928-359-2032
fairgrounds@greenlee.az.gov

To complete your reservation, the following items must be submitted to the Greenlee County Fairgrounds Office:

1. Facility Rental Agreement & Acknowledgement

Must be completed, signed, and turned into the Greenlee County Fairgrounds Office at least 30 days prior to the event.

2. Insurance

A Certificate of Insurance naming Greenlee County as an additional insured must be submitted to the Fairgrounds Office no later than two (2) weeks prior to the event.

Websites such as www.eventhelper.com are commonly used to purchase the appropriate event insurance.

3. Waiver/Release

Some events will require each participant to complete a Waiver of Liability and Hold Harmless Agreement. This helps protect Greenlee County facilities and staff from potential legal claims.

4. Deposit

The rental fee, deposit, and any other applicable fees must be paid no later than 30 days prior to the event. The deposit will be refunded within 10 business days following the event, provided that all areas covered in the rental agreement are left clean and free of damage.

5. Key/Access Code

A physical key and/or digital access code will be assigned two (2) days prior to the event. The individual signing the rental agreement will be solely responsible for returning the key and maintaining the confidentiality of the access code.

Keys must be returned to the Fairgrounds Office by the next business day following the event.



Facility Rental Agreement

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Name _____

Phone _____

Email _____

Mailing Address _____

Event Type _____

Event Dates _____

Event Time _____

Expected Attendance _____

Additional Details/Comments _____

DO YOU PLAN TO HAVE ALCOHOL AT YOUR EVENT?

- YES NO

FACILITIES YOU WOULD LIKE TO RESERVE

- Ramada- \$50.00 per day
- Building- \$60.00 per day
- Kitchen- \$100.00 per day
- Building/Ramada and Kitchen- \$150.00 per day
- Arena and Grandstand- \$60.00 per day
- Livestock Stall- \$2.00/day or \$30.00/month
- Dry Camping-\$5.00 per night

A \$100 refundable deposit is required for all rentals and will be refunded after the event, pending inspection.

All facility rentals include access to restrooms, trash receptacles, chairs, and rectangular tables.

ACKNOWLEDGEMENT OF GENERAL POLICIES AND RULES

- Greenlee County reserves the right to update or change any rules, regulations, or policies at any time when due cause warrants such changes.
- It is the responsibility of the individual or party renting Greenlee County facilities to ensure that no outside alcohol is brought onto County property. Failure to comply with this policy may result in forfeiture of the security deposit and/or immediate removal from the premises.
- A four-digit access code will be issued to the individual or party renting the facility for entry into applicable buildings. If a building does not offer passcode entry, a physical key will be issued.
- It is the responsibility of the renter to ensure that any issued passcodes or keys are kept secure and returned to the Greenlee County Fairgrounds Office the following business day. Failure to do so may result in forfeiture of the deposit and/or additional charges.
- Facilities must be left clean, swept/mopped, and free of any damage.
- Restrooms must be kept clean and in usable condition. The renter is responsible for maintaining the cleanliness of all restroom facilities during the rental period.
- All trash, garbage, and refuse must be placed in the provided containers.
- All guests must park in designated parking areas only.
- Open flames are strictly prohibited.
- Weapons and firearms are prohibited on the property.
- Pets are not permitted inside buildings or the livestock barn. Pets on the premises must be restrained and cleaned up after at all times.
- Livestock panels may not be used to stall horses.
- Horse stall rentals are limited to one horse per stall.
- The area in and around each stall must be kept clean and neat for a minimum distance of 40 feet in front of the stall. Failure to comply will result in forfeiture of the deposit.
- All campers must register at the Fairgrounds Office before staying overnight on fairgrounds property.
- There are no electric or water hookups available for camping.
- All unregistered vehicles being used for camping are subject to towing at the owner's expense.
- ATV vehicles are prohibited in non-vehicle areas. All ATVs must comply with Arizona state laws and remain on designated roads and in parking areas only.
- Events charging admission to the public will pay Greenlee County \$50.00 or 10% of the gate admissions, whichever is greater.
- A 30-day cancellation notice is required for any refund. No refunds will be issued for cancellations made with less than 30 days' notice.

By signing below, I acknowledge that I have read, understand, and agree to comply with the following policies and rules set forth by Greenlee County for use of County facilities:

Signature _____

Date _____

Print Name _____

Code _____