



LASSEN COUNTY FAIR
195 Russell Avenue
Susanville, CA 96130
Phone (530) 251-8900

Date: February 11, 2026
To: Lassen County Board of Supervisors
From: Bill Payer, Manager *BP*
Re: Fair Facilities Application and Fees

Discussion:

Attached for your review and consideration is the proposed Fair Facilities Use Application and Fee Schedules. This application has been approved by County Counsel and the Fees Schedules have been approved by the Auditor.

History:

Historically the Fair has prepared contracts for short term use of Fair Facilities by organizations and individuals. This preparation of contracts, submittal to County Counsel for approval and return to the Fair takes time. Moving to this application process would allow Fair staff to complete the process of securing facilities for users while they are in the office, reducing frustration and repeat trips to the Fair Office. This would also save time for Fair staff and for County Counsel. This proposed application process is very similar to the process currently in place at the Veterans Memorial Hall in Susanville. In addition to the application, the included fees schedules will allow a consistency in the facilities use process.

Desired Action:

Approve Fair Facilities Use Application and Fee Schedules.

Fiscal Impact:

Potential Increased Revenue

MCA

RESERVATION GUIDELINES

FOR USE OF

LASSEN COUNTY FAIRGROUNDS FACILITIES

A reservation for use will not be made until the following occurs:

- 1) Reservation Fee is provided. Reservation Fee is **non-refundable** and will be applied towards Use Fee when balance is paid. Reservation Fee is 50% of total Use Fee up to a maximum of \$200.
- 2) A fully completed and signed APPLICATION AND AGREEMENT FOR USE OF LASSEN COUNTY FAIRGROUNDS FACILITIES is submitted and accepted by County.

No tentative date holds will be made. No exceptions. Reservations may be made a maximum of one (1) year in advance.

Five (5) business days prior to scheduled use the following is required:

- 1) Balance of Use Fee is due in full.
- 2) Cleaning/security deposit or organization in lieu of deposit letter provided.
- 3) Insurance certificate must be submitted.
- 4) Other documents that may be applicable to the use.
 - a. Compliance with alcoholic beverage laws if alcohol is being served.
 - b. Police department letter if use is for youth dance.

Failure to provide above required items will subject event to cancellation and forfeiture of Reservation Fee.

Cancellation of reservation **by user**; after all fees and deposits have been collected will result in 25% refund of Use Fee and full refund of cleaning/security deposit.

Facility use time includes time for pre-event set up and post-event cleaning and returning areas used to required original condition.

Areas and Equipment Available for Use

SEE LIST OF FACILITIES IN THE USE FEE SCHEDULE ON PAGE 4

Contact Information

RESERVATIONS:

Lassen County Fairgrounds

195 Russell Ave.
Susanville, CA 96130
(530) 251-8900

APPLICATION AND
AGREEMENT FOR USE OF
LASSEN COUNTY FAIRGROUNDS FACILITIES

Name of Applicant ("User"): _____
(Must be at least 18 years of age)

Address: _____ Phone: _____

Authorized Representative: _____ Phone: _____
(Must be at least 18 years of age)

Date(s) of use: _____ Time: _____ to _____

Purpose of Use: _____

Letter of Sponsorship: ☐ No ☐ Yes; Organization _____

Contact Person _____ Ph # _____

Non-Profit Organization: ☐ No ☐ Yes; if yes enter federal non-profit tax # _____ state # _____

Area(s) Being Used: LIST ALL FACILITIES TO BE USED – SEE FEE SCHEDULE ON PAGE 4

Equipment Needed: ☐ Sound System ☐ Chairs # _____ ☐ Tables # _____

*If over 200 chairs are set up special fire department securing procedures are required.
Equipment is for use within the building only and is at no time to leave the premises.*

Alcohol Available: ☐ No ☐ Yes; if yes see Alcohol Use Attachment and provide a copy of the license or written proof that a license is not required.

Catering: Will event be catered ☐ No ☐ Yes or kitchen used by a caterer ☐ No ☐ Yes.

Insurance Required – See attached Terms and Conditions

Type: ☐ Provided by User; ☐ Purchase of Special Event Coverage

Company _____ Policy No. _____

Entrance Fees: ☐ No ☐ Yes; If your event requires spectator and/or participant fees, please attach fee schedule(s).

Make check(s) payable to "Lassen County Fairgrounds". Please allow four (4) weeks post event for return of deposit.

I understand, agree and have received to the attached Terms and Conditions for use of the Lassen County Fairgrounds and Lassen County Fairgrounds User Responsibilities.

Applicant (User) Signature _____

Date _____

Acceptance: LASSEN COUNTY

By: _____

Date _____

Title _____

TERMS AND CONDITIONS FOR USE OF THE LASSEN COUNTY FAIRGROUNDS FACILITIES

1. **Incorporation of Attachments by Reference.** The following attachments, as checked, are made part of the User's agreement for the use of the Lassen County Fair Facilities:

☐ **User Responsibilities** ☐ **Youth Dances** ☐ **Kitchen Use** ☐ **Alcohol Use**
2. **Nature of Agreement:** User is granted a temporary license to use that portion of the Lassen County Fair Facilities as designated in the Application. This Agreement does not create a landlord-tenant relationship between the User and the County of Lassen ("County").
3. **Insurance:** The User shall provide comprehensive general liability insurance including comprehensive public liability insurance with minimum coverage of One Million Dollars (\$1,000,000) per occurrence and with not less than One Million Dollars (\$1,000,000) aggregate; the insurance shall insure both County of Lassen and the User against any liability arising under or related to the User's use of the Facilities. User shall provide proof of such insurance before User's use of the Facilities. Insurance policies ensuring reoccurring users shall include an endorsement that no cancellation or material change adversely affecting any coverage provided by the insurance may be made until twenty (20) days after written notice is delivered to the County of Lassen. The limits of insurance herein shall not limit the liability of the User. Short-term, single event, users who do not have access to their own liability insurance should check with the Lassen County Fair to ascertain if insurance coverage for the event or use is available at an additional charge.
4. **Indemnification ("Hold Harmless"):** County shall not be liable for, and User shall defend and indemnify County and its officers, agents, employees, and volunteers (collectively "County Parties"), against any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics; liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorney's fees and court costs (hereinafter collectively referred to as "Claims"), which arise out of or are in any way connected to the subject matter covered by this Agreement arising either directly or indirectly from any act, error, omission or negligence of User or User's officers, employees, agents, contractors, licensees or servants, including, without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive of County Parties. User shall have no obligation, however, to defend or indemnify County Parties from a Claim if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of County Parties.
5. **Assignment Prohibited:** User may not assign any right or obligation pursuant to this Agreement. Any attempted or purported assignment of any right or obligation pursuant to this Agreement shall be void and of no legal effect.
6. **Termination:** In the event that User does not comply with any of the terms of this Agreement, County shall have the right to terminate this Agreement immediately, and User shall promptly turn over possession of the Facilities and any keys to County.
7. **Waiver:** A waiver by any party of any breach of any term, covenant or condition herein contained or a waiver of any right or remedy of such party available hereunder at law or in equity shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant or condition herein contained or of any continued or subsequent right to the same right or remedy. No party shall be deemed to have made any such waiver unless it is in writing and signed by the party so waiving.
8. **Completeness of Instrument:** This Agreement, together with its specific references and attachments, constitutes all of the agreements, understandings, representations, conditions, warranties and covenants made by and between the parties hereto. Unless set forth herein, neither party shall be liable for any representations made, express or implied. It is the intention of the parties hereto that this Agreement shall supersede any prior agreements, discussions, commitments, representations, or agreements, written or oral, between the parties hereto.
9. **Venue and Controlling Law:** It is agreed by the parties hereto that unless otherwise expressly waived by them, any action brought to enforce any of the provisions hereof or for declaratory relief hereunder shall be filed and remain in a court of competent jurisdiction in the County of Lassen, State of California. The validity, interpretation and performance of this Agreement shall be controlled by and construed under the laws of the State of California.
10. **Time is of the essence:** Time is of the essence of this Agreement and each covenant and term herein.
11. **Authority:** All parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement in the names, titles and capacities herein stated and on behalf of any entities, persons, estates or firms represented or purported to be represented by such entity(s), person(s), estate(s) or firm(s) and that all formal requirements necessary or required by any state and/or federal law in order to enter into this Agreement are in full compliance. If User is a corporation or public agency, each individual executing this Agreement on behalf of said corporation or public agency represents and warrants that he or she is duly authorized to execute and deliver this Agreement on behalf of said corporation, in accordance with a duly adopted resolution of the Board of Directors of said corporation or in accordance with the bylaws of said corporation or Board or Commission of said public agency, and that this Agreement is binding upon said corporation or public entity in accordance with its terms.

LASSEN COUNTY FAIRGROUNDS FACILITIES RESERVATION CALENDAR WORKSHEET

Month:

TOTAL USE FEE CALCULATION	
Day	Fee
Total Use Fee	

[illegible]

LASSEN COUNTY FAIRGROUNDS FACILITIES

USE FEE SCHEDULE

USABLE AREA	DAY FEE
Jensen Hall (No Kitchen)	\$500
Jensen Hall w/ Kitchen	\$650
Jensen Hall Kitchen Only	\$150
Industrial Building	\$350
Commercial Building	\$250
Floral Building	\$200
Art Building	\$175
Grandstand and Track Area	\$1,000
GS Kitchen and Dining Room	\$250
GS Kitchen Only	\$150
4-H Room	\$175
Beer Room	\$150
Beer Room w/ Cooler	\$250
Walk in Cooler Only	\$125
Carnival Lawn and Restroom	\$500
Midway Lawn and Restroom	\$500
Grandstand Lawn and Restroom	\$300
Small Stage and Lawn Area	\$250
Sarsaparilla Stand	\$200
North Arena	\$500
Livestock Pavilion	\$500
Barns (each)	\$150

USE DEPOSIT FEES

Cleaning/Security Deposit	\$300
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Notes

1) A letter of sponsorship from a nonprofit organization may be substituted in lieu of a cash deposit and serve as a guarantee to cover costs for any damages sustained or incomplete post event cleaning.

2) Effective Date: BOS Adopted

USER _____

PRE-USE CHECK OFF LIST

- ☐ Yes - Certificate of Insurance on file
- ☐ Yes ☐ N/A - ABC license on file if required for event
- ☐ Yes ☐ N/A - Sponsorship letter submitted
- ☐ Yes ☐ N/A - Youth Dance Police Department Letter

APPLICABLE FEES

Use Fee \$ _____

Security/ Cleaning Deposit \$ _____

Reservation Fee = Use Fee x 50% \$ _____ (Due When Reservation Booked. Not To Exceed \$200)

Date Received: _____ By: Receipt # _____

Special Event Insurance \$ _____

USE FEES DUE FIVE (5) WORKING DAYS PRIOR TO USE

Use Fee \$ _____

Reservation Fee (Credit) \$ - _____

Security/ Cleaning Deposit* \$ _____

Special Event Insurance \$ _____

Total Fees Due \$ _____ Date Due: _____

Date Received: _____ By: _____ Receipt # _____

POST-USE CHECK OFF LIST

Inspection completed and attached ☐ No ☐ Yes (post inspection form must be completed prior to refund of deposit)

Damage sustained: ☐ No ☐ Yes; if yes amount \$ _____

DEPOSIT REFUND DUE

Security/Cleaning Deposit Collected\$ _____

Fees to be withheld \$ - _____ (from pre/post inspection form)

Amount to be refunded\$ _____

Refund payable to party that provided security/cleaning deposit.

Name of organization and or individual to receive refund

Address

Date Security Deposit Returned: _____; Warrant #: _____

LASSEN COUNTY FAIRGROUNDS FACILITIES USER RESPONSIBILITIES

GENERAL RESPONSIBILITIES

1. ALL DOORS AND GROUND LEVEL WINDOWS MUST BE SECURED BEFORE LEAVING.

This includes locking and physically checking that door/window is latched closed.

2. Building user is subject to repair of, or payment for, all damage, willful or otherwise, which occurs to the facilities. Repair costs will be deducted from deposit. In the event that damage exceeds deposit, user will be liable for additional expense.
3. A 72-hour notice of cancellation is required or the deposit will be forfeited.
4. User has access to building only during scheduled use time. Please schedule appropriate amount of time for pre-event set up and post event cleaning.
5. Building shall be cleaned and returned to original room design immediately following completion of the event. Setting up for your event and cleaning the facility is done during your use time.
6. All rooms used shall be cleaned and swept. Rooms will be damp mopped if necessary. All floors, stairwells, etc., shall be cleaned and swept.
7. Check all restrooms for un-flushed toilets and floor puddles, if any please mop up.
8. Expendable supplies such as paper, food, beverages, cooking utensils, etc. are to be furnished by user. Normal household supplies for restrooms and cleaning are included in use fee.
9. All garbage and rubbish including the restrooms shall be picked up and deposited in the garbage container located in back of building. Boxes shall be flattened before putting into dumpster.
10. All lights shall be turned off with the exception of specific lights needed for security and/or safety.
11. No smoking inside building or in an outdoor area within 20 feet of a main exit, entrance, or operable window (per Government Code § 7597).
12. **Do not attach anything to walls, floors, doors, or curtains with tape, staples, nails, etc.** If decorations, etc. need to be hung staff will advise what options are available for doing so.

SPECIAL RESPONSIBILITIES

YOUTH DANCES

1. The Lassen County Fair Facilities shall be available for use only to a recognized civic or community club or organization of the County of Lassen which shall provide sponsorship for youth dances in writing and signed by an authorized officer of the recognized organization.
2. There shall be a minimum of six (6) adult chaperones on the premises during the entire function, at least one (1) of whom shall be female. Chaperones shall be a minimum of twenty-five (25) years of age.
3. Recognized organization will submit to the Susanville Police Department written notification to include date and time that a dance event will be occurring. A copy of written notification shall be submitted to County prior to confirmation of building use reservation.
4. A cash deposit of \$500 is required, in addition to the rental fee, from the dance sponsor. A letter of sponsorship from a nonprofit organization may be substituted in lieu of a cash deposit and serve as a guarantee to cover any damages sustained or incomplete post event cleaning.
5. Chaperones names and telephone numbers shall be submitted to County prior to confirmation of building use reservation.
6. All rules, ordinances, and laws of the City, County, State and Federal government shall be enforced by the law officers and the chaperones for the event.
7. Any activity that may cause injury to one's self or the others is strictly prohibited (diving from the stage, slam dancing, etc.).

SEATING AND TABLES

Special City of Susanville Fire Department seating requirements apply when more than 200 seats will be set up.

Following set up contact the Susanville Fire Department (257-5152) to schedule an inspection of seating and/or tables.

SPECIAL RESPONSIBILITIES

KITCHEN

After kitchen use the following must be completed:

1. Range must be cleaned (not just wiped down) this means the top, sides, and front of the range must be free of grease, also hood must be wiped down inside and out this means there should be no splatters or grease residue left on the hood.
2. Trays under burners must be cleaned and relined with aluminum foil.
3. Walls around the range must be cleaned.
4. Grill must be cleaned, the convection oven next to the grill must be wiped down, the grease pit off to the side of the grill must be cleaned and relined with foil, and the grill hood wiped down, of splatters and/or residue.
5. Oven must be cleaned properly.
6. Refrigerator must be cleaned inside and out, no spills and no food left behind.
7. Sinks and surrounding walls must be wiped down.
8. Dishwasher, the power switch, on the top right, should be in the OFF position.
9. Countertops and cutting boards must be cleaned properly in accordance with what was prepared on them and cutting boards stored.
10. Kitchen utensils need to be inventoried prior to leaving.
11. Kitchen floor must have the mats removed, swept, mopped, dried, and replaced.
12. All lights must be turned off.
13. Doors locked when leaving.

COUNTY USE ONLY

LASSEN COUNTY FAIRGROUNDS FACILITIES PRE/POST USE INSPECTION

Booking Date: _____ Use Date: _____ Use Time: _____

Responsible Person: _____

Area(s) Reserved: _____

PRE-INSPECTION

- ☐ FLOORS CLEANED
- ☐ ROOM CLEANED
- ☐ TABLES AND CHAIRS PUT AWAY
- ☐ RESTROOMS CHECKED
- ☐ GARBAGE OUT AND IN DUMPSTER
- ☐ LIGHTS OFF
- ☐ DOORS LOCKED
- ☐ KEY(S) ISSUED
- No. _____
- No. _____
- No. _____

Issues Noted: _____

User Signature: _____

Walk Through
Conducted by: _____

POST-INSPECTION

- ☐ FLOORS CLEANED
- ☐ ROOM CLEANED
- ☐ TABLES AND CHAIRS PUT AWAY
- ☐ RESTROOMS CHECKED
- ☐ GARBAGE OUT AND IN DUMPSTER
- ☐ LIGHTS OFF
- ☐ DOORS LOCKED
- ☐ KEYS(S) RETURNED
- No. _____
- No. _____
- No. _____

Issues Noted: _____

User Signature: _____

Walk Through
Conducted by: _____

LASSEN COUNTY FAIRGROUNDS FACILITIES KITCHEN PRE/POST USE INSPECTION

PRE-INSPECTION

- ☐ Range & hood cleaned – all surfaces free of grease and cooking residue
- ☐ Range burner trays - cleaned and relined with aluminum foil.
- ☐ Walls around range - surfaces free of grease and cooking residue
- ☐ Convection oven - all surfaces free of grease and cooking residue
- ☐ Refrigerator – all surfaces inside and out residue free
- ☐ Sinks and surrounding walls – all surfaces residue free
- ☐ Dishwasher, the power switch, on the top right, should be in the OFF position.
- ☐ Countertops and cutting boards - cleaned properly and stored.
- ☐ Kitchen utensils - inventoried.
- ☐ Kitchen floor - mats cleaned
- ☐ Lights - off
- ☐ Doors – secured

Issues Noted: _____

User Initials: _____

Walk Through Conducted by: _____

POST-INSPECTION

- ☐ Range & hood cleaned – all surfaces free of grease and cooking residue
- ☐ Range burner trays - cleaned and relined with aluminum foil.
- ☐ Walls around range - surfaces free of grease and cooking residue
- ☐ Convection oven - all surfaces free of grease and cooking residue
- ☐ Refrigerator – all surfaces inside and out residue free
- ☐ Sinks and surrounding walls – all surfaces residue free
- ☐ Dishwasher, the power switch, on the top right, should be in the OFF position.
- ☐ Countertops and cutting boards - cleaned properly and stored.
- ☐ Kitchen utensils - inventoried.
- ☐ Kitchen floor - mats cleaned
- ☐ Lights - off
- ☐ Doors – secured

Issues Noted: _____

User Initials: _____

Walk Through Conducted by: _____

LASSEN COUNTY FAIRGROUNDS FACILITIES

ALCOHOL USE

California Department of Alcoholic Beverage Control Exemption of License Requirement

PRIVATE PARTIES

Section 23399.1 of the California Business & Professions Code explains the circumstances when an alcoholic beverage license is not required.

§ 23399.1. No license or permit shall be required for the serving and otherwise disposing of alcoholic beverages where all of the following conditions prevail:

- 1) That there is no sale of an alcoholic beverage.
- 2) That the premises are not open to the general public during the time alcoholic beverages are served, consumed or otherwise disposed of.
- 3) That the premises are not maintained for the purpose of keeping, serving, consuming or otherwise disposing of alcoholic beverages.

The referenced statute essentially defines a "private party" where three separate elements must be present:

- 1) There is no sale of an alcoholic beverage
- 2) That the venue is not open to the general public
- 3) That the subject venue is not maintained for the purpose of keeping, serving, consuming or otherwise disposing of alcoholic beverages.

If a proposed event meets the statutory definition of a "private party", then no license from the ABC is required. Be aware that the definition of "sale" includes indirect transactions other than merely paying for an individual glass or cup of alcohol. For instance, if an admission fee is charged or there is a charge for food and the alcohol is included, but not separately charged, an ABC license is required.

If a license is required for a particular event, the Department is authorized to issue Special Daily licenses for the temporary sale of alcoholic beverages, but only to qualified non-profit organizations.

If a license is required, or you have a question about a particular event, you should contact the ABC [district office](#) closest to where the event will occur. The district office for Lassen County is:

Redding District Office
1900 Churn Creek Rd., Suite 216
Redding, CA 96002
(530) 224-4830

Commissary Kitchen Rental Pricing

Hourly Rental

Time	Price
Peak Hours (6 AM – 6 PM)	\$20 per hour
Off-Peak Hours (6 PM – 6 AM)	\$15 per hour
Minimum Booking	3 hours

Daily Rental

Duration	Price
Full Day (8–12 hours)	\$150
Half Day (4–6 hours)	\$80

Monthly Membership

Plan	Price
Shared Kitchen Access (40 hrs/month)	\$500
Shared Kitchen Access (80 hrs/month)	\$1,000

Additional Fees

Item	Price
Storage (Dry/Cold)	\$50 – \$150/month
Cleaning Deposit	\$100

Discounts & Packages

Long-Term Contracts: 6-month commitment = 15% discount