

Building

Rental Requirements

Refundable Clean-up Deposit - \$300 to secure the date and will only be refunded if all clean-up obligations have been met.

Rental Fee - \$320 (includes tax) per day. However if admission is charged there will be a charge of 10% of the total gate receipts.

Move In/Move Out /Rehearsal Fee - A fee of half the rental fee will be applied if you need the day before or after your event.

Insurance – A million dollar (\$1,000,000) combined single limit liability insurance policy. Also naming Lea County Fairgrounds as additionally insured. You may obtain this policy at any insurance agency of your choice. *A copy of this policy must be submitted to the Fair Office.*

Security – For every one hundred (100) people you must provide one (1) security guard. You may obtain security through:

Code 4 Security @ 575.631.0539/575.318.3905

C&R Security Services @ 575.691.9341/575.602.1183

A copy of this policy must be submitted to the Fair Office.

City Permit – For every event a city permit must be obtained by the City of Lovington. City Hall will provide this for you. *A copy of the official receipt must be submitted to the Fair Office.*

Building

CLEAN-UP Requirements

1. All trash emptied; removed from building. (restrooms, kitchen, main hall)
2. Facility must be mopped if any spills occur from food or drink. Floor must be swept afterward.
3. Restrooms and kitchen areas must be cleaned. (Stove, refrigerator, toilets, sinks, etc.)
4. Parking lots and exterior grounds of building used must be free of debris and done the night of event before you leave.
5. Absolutely no fog or smoke machines are to be used by DJs or bands.
6. Helium balloons are not to be filled inside of the building.
7. Any damage to facility will be assessed and charged accordingly.
8. Tape, staples, glue, or any type of adhesive is NOT to be used in or on any part of the facility.

If another event is not scheduled on the day following your event you may clean the building on the next day however the Parking lot and outside the building must be done immediately following your event.

*Failure to comply with any or part of the above may result in a portion or all of the deposit being forfeited.