

FOUR SEASONS ARENA POLICY

1. Check the Weston County Fairgrounds Face Book Page for the arena reservation schedule. If questions arise, please call 746-8806 for the most up to date information.
 2. Anytime you use the lights, reserved or not, fill out the clipboard. Write the date, time on and time off (**ACCORDING TO THE CLOCK ON THE WALL – IT WILL START AND STOP WITH THE ARENA LIGHT SWITCH**), and your name and address on the clipboard that is hanging on the fence by the light switches. If times are not written down, the light box will be padlocked, and a key will have to be checked out from the fairground's office to turn on the lights.
 3. Arena reservations may be made to the fairground's office on a first-come first-served basis:
 - a. If the arena is reserved, the fee is \$15 per hour with or without the lights on, and whether you show up, **for the entire time the arena is reserved**. If you need to cancel your reservations, let the Fairground's Office know at least 1 hour in advance, thus allowing others to utilize the facility; otherwise, you will be charged for your reservation.
 - b. Fair Board Policy: February 8, 2011. Cattle must remain in the arena and stay out of the horse stall areas. Please use the designated return alley on the West side.
- **YOU WILL BE CHARGED FOR YOUR RESERVED TIME OR ACTUAL RIDING TIME, WHICHEVER IS LONGER. ****
4. If you wish to ride in the arena, and there is no scheduled reservations, you may, given the following:
 - a. If you choose not to turn on the lights, there is no fee. You may ride as long as you wish or until the next scheduled reservation; however, the arena is open to everyone at this point.
 - b. If you choose to ride with the lights on, either:
 - i. Call or text the Fairgrounds' Office for reservations (746-8806) 2 hours in advance, or
 - ii. If no one else is riding, simply turn on the lights and fill out the clipboard as stated above.
 1. Note, however, you may not run off other riders by simply turning on the lights.

****If the arena is reserved, or the lights are on, that individual has exclusive use of the arena for as long as they wish, or until the next scheduled reservation. ****

5. You will be billed by the Fairgrounds' Office on a monthly schedule. Please note, you will be charged for your reserved time, or actual light usage time (as determined by the clipboard), whichever is more. **Any account, not paid according to the terms on the invoice, will be considered delinquent and interest charges may accrue at the rate of 18% and use of the fairgrounds will be revoked until payment is made.**
6. Events may schedule the arena for a flat fee of \$200 per day for county residents or \$350 per day for non-county residents with a \$200 damage/cleaning deposit. Also a \$150 set up fee will be charged for events. At least 1 day's notice to the Fairgrounds' Office is required and the non-refundable rental fees are due immediately. Otherwise, to reserve a date, a non-refundable deposit, equal to the event's rent, is required at least 1 month prior to the event.
7. The arena will be worked as needed and on Friday afternoons. Unless an event is taking place in the arena over the weekend, it will not be worked again until Monday morning.
8. Please return fairgrounds equipment, barrels, poles, bridge, etc., to its proper location after use or it will be locked up and you will have to make arrangements with the fairground's office to use it.
9. Invoices will be made available through email starting February 1st. You will also be able to pay them online. Credit/debit card transactions will be accessed a 3.5% fee to cover credit card processing fees. If you would like to receive your invoices through email, please write down your email address on the time sheet or email office@westoncountyfair.com.