

## **WAUPACA COUNTY FAIRGROUNDS**

### **FREQUENTLY ASKED QUESTIONS**

#### **How do I know my reservation date is secured?**

You will receive a packet of information from our office with a lease agreement. You have 30 days from the date of the lease letter to provide payment to secure your reservation date. If our office does not receive payment within 30 days, the building will be available for another party to rent.

#### **How far ahead can I make my reservation?**

Reservations can be made up to 1 year (365 days) in advance.

#### **What are the hours of my building rental?**

Building rental is from 7 am to midnight for the date on the rental contract.

#### **Can I set up early?**

You can set up after 3:00 pm the day before the event for an additional \$200. Please contact our office for more information.

#### **How do I get a key for the building?**

You can pick up a key from our office at 811 Harding St., Waupaca, the week of your event. Our office hours are Monday-Friday, 8 am to 4 pm.

#### **Can I decorate?**

Yes, decorations are allowed but only with temporary attachment products like Command strips.

#### **Can I have fog or smoke machine?**

No, we have smoke detectors and an alarm system that will be activated from smoke and fog machines.

#### **Can I shoot off fireworks at my event?**

No, fireworks or firearms are not allowed without Parks Department approval.

#### **Do I have to clean sinks, toilets, tables, countertops and floors?**

Yes, you are expected to leave the building in as good or better condition than you found it. This includes cleaning the restrooms, kitchen, serving counters, tables, main hall areas, floors, and any outside areas utilized. Clean up must be completed by noon the day after the rental. Any time spent by park staff cleaning up after an event will be charged to the event holder.

#### **Do I have to empty the garbage cans?**

Yes, all garbage can be placed in the dumpster by the goat barn, all recycling can be placed in the recycle dumpster. Any time spent by park staff cleaning up after an event will be charged to the event holder.

#### **My guests left garbage outside around the grounds and buildings; do I have to pick that up?**

Yes, you must walk the areas your group used and pick up all litter around those areas. Any time spent by park staff cleaning up after an event will be charged to the event holder.

#### **Why didn't I get all of my security deposit back?**

You must return the building in as good or better condition than you found it. All additional cleaning costs are deducted from your deposit.

#### **Can I take the tables and chairs from inside the building and set them up outside?**

No, tables and chairs are for inside use. You may request picnic tables for outdoor use.

**Do I need liability insurance for my event?**

Public events must have liability insurance. Private parties (graduations, birthdays, weddings, etc.) do not need insurance.

**Do I need a liquor license?**

A liquor license is required from the City of Weyauwega 60 days prior to the event if you are going to be selling liquor at your event.

**Is camping available?**

Yes, there are 5 campsites available first come first served, as well as event camping options. Please contact our office for more information.

**My event includes camping; can we have a campfire?**

Please contact us directly for more information on campfires at the fairgrounds.

**Are there any extra charges after my event?**

Event holders are responsible for electric usage as well as additional fees for extra tables, chairs, refrigerators, event camping fees, extra clean up charges, extra dumpster fees, and any repairs are needed. Water usage may be charged to some large events.

**What if I need to cancel my event?**

There is a \$100 cancellation fee if cancelled 30 days prior to event date. Cancelling under 30 days from event date will result in loss of entire rental amount.