

Rock County Fairgrounds Renting Policy:

1. The information sheet must be filled out and submitted via the website.
2. As long as the date is available a contract will be drafted and emailed back to you. To secure the date you must either come to the Rock County Courthouse Facilities Management or mail in the contract signed along with the deposit.
3. When the deposit of \$100 is collected that will secure your event. The deposit will be returned once the event is over and the grounds are found to be satisfactory.
(Office Hours are 8:00 am to 4:00 pm, Monday through Friday.)
4. The renting party must then pay the full balance within 30 days prior to the scheduled event. If the event is not paid for in that timeframe then the date will be released. If the event is cancelled before 30 days prior to the scheduled event, the date will be released and the deposit returned to the lessee. If the event is canceled within 30 days of the event, the deposit will be forfeited and the date will be released.
5. All rentals will be required to have a Certificate of Insurance for liability coverage in the amounts of: \$1M per occurrence and \$2M aggregate. Certificates of Insurance must be received by the facilities management at least 14 days prior to the event. Your local insurance agent can provide you with a Certificate of Insurance or you may contact an independent insurance agency to request coverage. A list of insurance resources are available upon request.
6. The keys are to be picked up, at the Rock County Courthouse, Facilities Management, the day before the event except on the weekend then they can be picked up the Friday. If Friday is a County Holiday, then keys may be picked up on the Thursday. The keys must be returned that following Monday, unless that is County Holiday, then the following non-holiday day.
7. The use of tables and chairs are included in the rental price. There are a limited number of tables and chairs available and supplied on a first reserved basis. There are approximately 100, 6 ft. tables and 300, chairs located on the Rock County Fairgrounds.
8. The use of a portable public announcement system is included in the rental price and supplied on a first reserved basis.
9. The renting party is responsible for returning the area used to its prior condition. This includes placing all garbage in the proper receptacles, emptying the garbage bags into the supplied dumpsters, sweeping and mopping as needed. This also includes returning the tables and chairs to the proper carts and locations.
10. If alcohol will be consumed, an alcohol permit is required. This must be requested at least 30 days prior to the event. Alcohol is only allowed to be sold on the Rock County Fairgrounds if you apply for a permit thru the City of Janesville.
11. Music and loud noise must be contained inside by 9:00 and unable to be heard from the surrounding houses after that time. Failure to do this will result in deposit forfeited.
12. The event shall end by midnight and people must leave in a respectful manner to the neighbors.

Rental Rates

1. The Craig Center Rents for \$600 for a full-day and \$300 for a half-day.
Morning hours for half day: 4am - 2:00 pm.
Afternoon hours of half day: 2pm until Midnight.
2. All other areas of the fairgrounds rent for \$300 a day and \$150 for a half-day.
3. The alcohol permit is \$100.