



Thank you for having your event at the Linn County Fairgrounds. The following is a list of what is and isn't acceptable when holding your event on the fairgrounds. Any questions can be directed to the Fair Office.

Feel free to call 319-929-3247 or [fairoffice@thelinncountyfair.com](mailto:fairoffice@thelinncountyfair.com)

Events may be held from 8am – 1am (No one in building after 1am)

No Pets are allowed within the Lynn Dunn Memorial Building

*An exception will be made for Service Animals*

Decorating Packages are available at additional cost

*See Lease Agreement*

Only 3M 'hooks' or 'damage-free hangers' are to be used within the building

NO tape/nails/tacks/staples etc. to be used on walls, tables, or doors. Painter's tape acceptable

*Failure to comply will result in damage and retention of damage deposit.*

DO NOT cover lighted Exit signs

NO open flame candles. Candles within glass enclosure acceptable

Doors must remain closed unless loading & unloading

Alcohol only to be served if appropriate rental package selected (Package 2-4)

*Only Beer, Wine, and Wine Coolers are allowed in accordance to Linn County Fair Association policy. Alcohol service includes 2 rolling insulated coolers/tubs. Drinks MUST be stored within these coolers to avoid water on floor. An alcohol monitor MUST be provided by the leasee.*

Clean up MUST be completed at the end of event. A Cleanup Package is available at additional cost. Please see 'Cleaning Guidelines' within your rental packet

*Failure to comply will result in retention of damage deposit*

**Report damage to Events Manager prior to event. Any unreported damage is renter responsibility**

## Other Frequently Asked Questions:

How much freezer storage space will there be?

*A small chest freezer is located in kitchen to be used during event.*

Is there a bar available? How big is it?

*We do not have a bar, but one can be constructed out of banquet tables.*

Can I sell alcohol?

*No sale of alcohol is permitted. Only beer, wine/wine coolers are allowed. NO hard liquor is to be served.*

*Failure to comply will result in loss of damage deposit.*

Is there a speaker and microphone available for the event?

*Yes. For an extra charge for \$75 per day.*

What is the size of the stage?

*Stage is in 6x8 sections. Six sections are available. If more is needed, contact Events Manager.*

Can I hire a decorator for the Exhibit Hall?

*We welcome you to hire the decorator of your choice. If hiring a professional decorator, please provide a copy of the decorator's insurance certificate to our office.*

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