FUJI EXHIBIT HALL

The Carson City Fairgrounds/Arena Complex, Fuji Park & Exhibit Hall, and Bally’s Fishing Pond are all located adjacent to each other in a beautiful park setting; complete with large trees and a natural fresh-water creek, in the southwest corner of Carson City (next to Bodines Casino, and across the street from Costco and the Comstock Country RV Park; one block west of US Hwy 395-S, and just south of the US Hwy 50-W interchange).

This 9,000 square foot facility (6,800 sf main room only) is available for Special Events, Parties, and Meetings, and includes the use of a 700 sf commercial-grade kitchen with commercial-grade equipment (double-sided refrigerator, free-standing freezer, professional stove/oven, dishwasher, warming trays, deep fryers, etc.), and enough tables/chairs to seat 300+ guests. A portable (192 sf) Stage and PA System are also available for rent.

The Exhibit Hall is rented on a daily basis only (9am-midnight, with music off at 11pm on weekends). Programmed Activities (4-H Clubs, Dog Training Classes, etc.) take up most weekdays, so availability is limited M-Th. The Hall is in high demand on weekends, and is routinely booked 18-months in advance.

TYPE: Enclosed Building  KITCHEN: INCL (Commercial)  EQUIP: STAGE (optional) $95 BBQ (Park only) Basketball NO

DIMENSIONS: 114’ x 60’ *Main Rm.

TABLES: INCL. 275+ Chairs; 65-Tables (30’x9’)

EQUIP: CHAIRS (add’l) $1.75 ea  PICNIC TABLES (add’l) $2.75 ea

CAPACITY: 450-Seated

977-Standing

UTILITIES: Water/Electric/HVAC; Drop Cords (60-90)-incl.

EQUIP: PA (optional) $55 Playground (Park only) Tennis NO

HOURS: 9am-Midnight

RESTROOMS Men's & Women's

INTERNET: Not Available to Public

Turf Area (Park only) Volleyball NO

FACILITY RENTAL CHARGE:

RESIDENTS: $240/day

NON-RESIDENTS: $300/day

COMMERCIAL: $360/day

For Individuals/Families living in Carson City, or Non-Profit Organizations based in Carson City.

For Individuals/Families not living in Carson City, or Non-Profit Organizations not based in Carson City.

For Commercial Entities, which have a Business License on file with the CC-Business License Division.

NOTE: A Booking Deposit Fee, equivalent to one-day’s Facility Rental Charge, is required at the time of booking to make a reservation (to generate a permit). The Booking Deposit will ultimately be applied to actual Rental Fees, and is 50% refundable if Notice of Cancellation is received 90-Days Prior to the start of the Event; with zero refund given if Event is cancelled less than 30-Days Prior to the start of the Event.

INSURANCE: A Certificate of Insurance for $1 Million General Liability is required from all Renters. The Certificate must name the City of Carson City, at 201 N. Carson St., Carson City, NV 89701 as an “Additional Insured” on the Policy, for the Days/Event/Venue on the Permit. The coverage may be piggy-backed onto an existing Homeowner's or Business Policy, or if needed we can help Individual/Family Renters (only) obtain a Policy online from Wells Fargo Insurance/Reno for a $150 Fee. *NOTE: The Permit and Insurance must be in the same name.

SECURITY: Security is mandatory for High-Capacity Events (Evening Events, involving large Guest Counts, Alcohol, and Music). The CC-Parks Dept. keeps a list of preferred local Security Firms on file; the lowest cost of which provides a 3-Man Security Team for 6-Hours for $350. The Renter is responsible for contacting the Security Firm directly, to make all arrangements to secure services (including payment).

DEPOSITS: (Refundable) A $500 fully-refundable Cleaning/Damage Deposit is required of all Fuji Hall Renters. This Deposit will be held on account to cover any damages incurred during the course of the Event, and/or charges resulting from a failure to leave the Facility in a satisfactory condition (per the Cleaning Checklist). If no damages or additional charges are incurred, 100% of the Deposit will be refunded to Renter after the Event.

OTHER: Additional City Permits may be required for Events which are open to the General Public, where Tickets, Food, Alcohol, or Merchandise are sold. Contact Cherie Santillo (283-7576) at the CC-Health Dept. to obtain a Food Permit, and Lena Rescek (283-7059) at the CC-Business License Division to obtain a Temp Alcohol, Vendor, or Special Event Permit if you are selling Tickets, Food, Alcohol, and/or Merchandise.

NOTE-1: *Music must be turned off by 11pm; Guests departed by 12-Midnight; Renter (only) allowed to stay beyond midnight for cleaning/restoration.

NOTE-2: Reservations may be made up to 24-months in advance. *Reservation Requests must be received at least 30-Working Days Prior to Event.

NOTE-3: For Saturday Events only, an additional half-day (2-10pm)/half-price rental is available on Fridays only, for Set-up, Decorating, Practice, etc.

NOTE-4: Fuji Exhibit Hall is reserved months in advance for weekend dates. Please submit your Reservation Request as soon as you have a firm date.

TO RESERVE:
Go to www.carson.org/ccpr; click on Park & Facility Rentals; scroll to bottom of page, click again on Reservation link (carson.org/ccpr).

*To Check Availability: Go to www.carson.org/ccpr/calendar; click View Availability; click Month/Data to view Fuji Exhibit Hall Dates.

*To Create an Account (first time users only): Go to www.carson.org/ccpr/account; fill in all required fields; click on Submit.

*To Reserve: Go to www.carson.org/ccpr/request; click on Reservation Request; select Fuji Exhibit Hall as Event Type and as Facility.

Before starting Reservation process, be prepared to provide all relevant info, including Dates/Time, Name/Type of Event, # of Guests, etc.

Once reservation is confirmed, be prepared to pay the Booking Deposit. We accept Credit/Debit Cards, Checks & Money Orders. NO CASH.

Useful Links: *see attached/below Cost Calculator Diagrams/Pictures Park Map/Layout; City Map Availability Calendar Reservation Request

701 OLD CLEAR CREEK ROAD, CARSON CITY, NV 89701

last updated 12/17/2014
## RESERVATION FEES - COST CALCULATOR

### FUJI EXHIBIT HALL

<table>
<thead>
<tr>
<th>VENUE/Facility:</th>
<th>FUJI PARK</th>
<th>Fuji Exhibit Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>VENUE/Facility:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VENUE/Facility:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### FACILITY RENTAL FEES: (per Facility/Day)

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident/Non-Profit (or Individual)</td>
<td>$240.00</td>
<td>each/day</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Resident/Non-Profit (or Individual)</td>
<td>$300.00</td>
<td>each/day</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commercial</td>
<td>$360.00</td>
<td>each/day</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### OPTIONAL EQUIP RENTAL FEES:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Portable Stage</td>
<td>$96.00</td>
<td>each/day</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PA System</td>
<td>$56.00</td>
<td>each/day</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### ADMIN FEES:

**INSURANCE**

*A Certificate of Insurance for $1 Million General Liability is required from all Renters.

*Note*: If you can piggy-back coverage onto a Homeowner’s or Business Policy, enter ZERO here. If not, an individual Policy can be obtained from Wells Fargo Insurance/Reno for $134.

**SECURITY**

*Mandatory for High-Capacity Events (large audience, large guest counts, alcohol, music).

**ANCILLARY PERMIT FEES**

*Required if Event is open to General Public and Tickets/Food/Alcohol/Mdse are sold.

**CLEANING/DAMAGE DEPOSIT-REFUNDABLE**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### PAYMENT TIMELINE:

**DUE AT BOOKING:**

A Booking Deposit Fee, equivalent to one-day’s Facility Rental Charge, is required at the time of booking to make a reservation (to generate a Permit). The Booking Deposit will ultimately be applied to actual Rental Fees, and is 50% refundable if Notice of Cancellation is received 90-Days Prior to the start of the Event; with zero refund given if Event is cancelled less than 90-Days Prior to the start of the Event.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DUE 60-DAYS PRIOR:**

*Insurance, Security, Ancillary & any remaining Rental Fees

**DUE 30-DAYS PRIOR:**

*Refundable Cleaning/Damage Deposit

### PAYMENT RECAP:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL-RENTAL COSTS (Daily Minimum; Non-Refundable)</td>
<td>$240.00</td>
<td></td>
</tr>
<tr>
<td>TOTAL-ADMIN FEES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL-DEPOSITS (Refundable)</td>
<td>$500.00</td>
<td></td>
</tr>
</tbody>
</table>

*last updated 11/21/2014; subject to change*
START: 9 am  
END: midnight  
*2 Extra Hours for Cleaning  
*MUSIC MUST STOP AT 11PM  
*GUESTS GONE BY MIDNIGHT  
RENTER TO SUPPLY:  
Paper Towels / Sponges / Alum Foil  
Dishwashing Soap / Spray Cleaner  

I, X (Renter/Authorized Agent), UNDERSTAND  
THE FACILITY MUST BE RESTORED TO "PRE-EVENT" CONDITION OR THE  
DEPOSIT REFUND WILL BE REDUCED AT A RATE OF $58.75/HOUR TO REMEDY  
*** PLEASE LEAVE THE FACILITY IN THE CONDITION YOU FOUND IT ***  
*NO Confetti allowed unless approved in advance. No candles, BBQ's or fireworks permitted unless approved by CC-Fire Dept.

1. CLEAN ALL SURFACES WITH SPRAY DISENFECTIONANT, INCLUDING:  
   ALL TABLES    MICROWAVE    STOVETOP    SINKS  
   COUNTERS    REFRIGERATOR    WARMING TRAYS*    GREASE TRAP  
*TIP: Line Trays with Aluminum Foil or use disposable Tray Liners to avoid messy clean-ups.

2. After Cleaning Tabletops RE-RACK ALL TABLES/CHAIRS; REWIND CORDS  
*TIP: Be sure to load all tables and chairs in the same direction, or they will not fit on racks properly.

3. REMOVE ALL FOOD FROM REFRIGERATOR AND FREEZER  
   REMOVE ALL DECORATIONS FROM HALL; EMPTY DISHWASHER

4. PICK-UP ALL TRASH FROM BUILDING INCL. KITCHEN & RESTROOMS  
PICK-UP ALL EVENT-RELATED LITTER FROM PARKING LOT & PLANTERS  
DISPOSE OF ALL TRASH IN OUTSIDE DUMPSTER (Located on South Side of Building)  
*NOTE: Light Trash only in Dumpsters; NO Auction Refuse; Please Close Dumpster Lids

5. CLEAN-UP ALL SPILLS FROM FLOORS (See Mop Closet at entrance of Men's Restroom)

REMARKS:

REFUND: (circle one) all none partial $ hrs Approved by: