



EVENT BOOKING POLICIES – Effective 01/01/2016

- 1) A client may request a hold on date(s) to reserve building(s) and/or facility area(s) for a period not to exceed thirty (30) days.
 - An event may not be publicly announced or tickets sold for the event until a rental agreement has been signed and a deposit based upon 25% of estimated facility rental fees has been received.
 - If the prospective client declines the date(s) or does not go to final rental agreement within the specified thirty (30) day time period, the OC Fair & Event Center reserves the right to release the tentative hold on those dates.
 - Once the event goes to final rental agreement, a 25% deposit must be received, along with the executed agreement. The deposit will be applied to the rental agreement amount due.
 - If the booking is cancelled or the client declines to sign the rental agreement within the specified thirty (30) day time period, the applicable hold fee minus a \$100 administrative charge will be returned to the prospective client within ten (10) business days.

- 2) A prospective client may challenge an existing booking hold.
 - If a desired building(s) and/or facility area(s) is currently being held on the booking calendar by a prospective client, and another prospective client requests to commit to the same dates, the appropriate Event Sales Representative or Event Coordinator will contact the “hold client” in writing to advise them of the firm challenge.
 - In that case, the OC Fair & Event Center will extend a time period of three (3) business days for the hold client to either confirm or forfeit the dates being held. Should the dates be confirmed, the hold client must then immediately move to rental agreement and pay the 25% deposit.
 - Should the dates be forfeited, the full hold fee will be returned to the prospective client within ten (10) business days and the new client must immediately move to contract and pay a deposit based upon 25% of estimated facility rental fees.

- 3) The OC Fair & Event Center will book events in advance of event dates according to the following priority:
 - Level I Events – no more than six (6) months before the event
 - Level II Events – six (6) to eleven (11) months before the event
 - Level III Events – twelve (12) to eighteen (18) months before the event

This priority policy allows the OC Fair & Event Center to maximize the availability of our facilities.



- 4) The OC Fair & Event Center will provide complimentary move-in and/or move-out days according to the length of the event as follows:
 - 7+ day event – three (3) complimentary move-in/move-out days
 - All other move-in and move-out days will be charged at 50% of the standard daily rental rate for each building and/or facility area rented.

- 5) The OC Fair & Event Center will accept payment of fees in the form of check or credit card.
 - Personal and company checks will be accepted up to thirty (30) days prior to the first move-in date of the event. Payments made less than thirty (30) days prior to the first move-in date of the event must be made by either cashier's check or credit card.
 - Penalties for returned checks will be the responsibility of the client.
 - Satisfactory payment must be made according to the rental agreement schedule, and all payments must be received prior to move-in.
 - OCFEC will retain the client's credit card number and authorization to cover any outstanding balances at final event settlement.

- 6) The OC Fair & Event Center will charge premium rates for personnel assigned to a particular event that is held on a State Holiday, or for which personnel is needed after 12:00 Noon on Christmas Eve or New Year's Eve. The Events Department will provide current personnel rates for holiday periods.