



# BURLINGTON COUNTY FAIRGROUNDS FACILITY USE POLICIES

## **INTRODUCTION**

The 61 acre Burlington County Fairgrounds is located on an over 600 acre preserved open space property in Springfield Township, New Jersey. Fronting on Jacksonville-Jobstown Road (CR 670), the Fairgrounds is adjacent to State Highway Route 206 which affords convenient access from many directions. The Fairgrounds is owned by the Burlington County Board of Chosen Freeholders and operated by the County Department of Resource Conservation.

Our Fairgrounds offers many amenities including:

- Over 37 acres of available event area.
- Potable water service throughout the available event area.
- Electric service throughout the available event area.
- An equestrian area with two show rings with bleacher seating for 300, a warm up ring and fenced pasture.
- Site lighting and public address system.
- A stand-alone 11 acre parking lot that provides over 1300 grassed parking spaces and 66 paved handicap parking spaces.

The Burlington County Fairgrounds is open year-round and it is the home of the Burlington County Farm Fair held during the third week of July each year and has full use of the site 2 weeks prior to and 1 week following the Fair. The Fairgrounds can be rented for a multitude of events including: festivals, concerts, fundraisers, equestrian/4H/FFA club events, car shows, craft and art fairs among others.

We understand that each event is unique and our staff manages all bookings and reservations at the Fairgrounds. Our staff will work with you to help you host a successful event.

This information guide is designed to help you understand and answer many of your questions regarding event booking, costs, site requirements and County use policies.

Thank you for interest in the Burlington County Park System and we look forward to working with you.

Burlington County Department of Resource Conservation Staff

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## I. BOOKING AN EVENT

### **Reservations**

Reservations for facility use are made on a first-come, first-serve basis except for events having an historical date. An organization holding the same event during the same time frame for 2 consecutive years is recognized as having an historical date. To have an historical date, the same organization must be held the same event on the same weekday/weekend of the same month.

The County has the right to refuse event bookings when it is of the opinion that the event may cause undue or unusual damage to the facility or if the event is deemed not an appropriate use of the Fairgrounds facilities or in keeping with the mission of the Fairgrounds and the Parks System in general.

Permission from the County for use of the Fairgrounds does not imply County endorsement of the views, opinions, or policies of the group or organization using the facility.

### **Event Booking Application**

Promoters, organizations or individuals (“Event Organizer”) interested in hosting an event on the Fairgrounds must submit an Event Booking Application (Appendix A). The Application must contain the following:

1. Contact information of promoter, company or organization.
2. Name, title and contact information of person organizing the event.
3. Name, purpose and type of event.
4. Proposed date(s) of event.
5. Proposed start and end time of event.
6. Admission fee, if applicable.
7. Anticipated attendance.
8. Information on food, music, entertainment or other attraction(s) that are anticipated to be provided during the event.
9. Information on the last three (3) events that organization has hosted.

The application will be reviewed by the County and applicants will be notified within two weeks of the submittal date if event can be accommodated. The person organizing the event will be contacted to schedule a preliminary event appointment.

### **Background Check**

A background security check on event promoters may be required by the Burlington County Sheriff’s Department prior to securing an event reservation.

### **Preliminary Event Appointments**

Preliminary event appointments will be scheduled between 9:00 a.m. and 2:30 p.m. Monday through Thursday and will be held at the County Fairgrounds Office. Preliminary event appointments are intended to acquaint the Event Organizer with the site and use policies as well as Springfield Township municipal requirements. Fees, payment of fees, permitting and insurance requirements, and site security issues will be discussed. The Event Organizer should be prepared to discuss all information provided in the Event Booking Application as well as time needed for event set up and break down, parking needs and portions of site to be used.

### **Deposit to Hold Date**

If, after the Preliminary Event Appointment, an Event Organizer wishes to secure a date for the event, a deposit of \$250 must be paid. The deposit will be applied to the total rental fee.

Deposits are refundable upon request of the Event Organizer within seven (7) calendar days of the deposit payment.

### **Rain Dates**

The Event Organizer may secure a rain date for the event provided that the rain date is the day immediately after the day of the scheduled event. If the Event Organizer wishes to secure a rain date for another date other than the day following the scheduled event date, a fee equal to the reservation fee for the scheduled date will be charged.

### **Rental Agreement**

Event Organizers will be required to execute a rental agreement within seven (7) calendar days of the date that the deposit payment is made to secure the date.

### **Rental Fee Payment Schedule**

If a reservation is secured within 30 days of the date of the event, all fees must be paid in full at the time that the rental agreement is signed. Otherwise, 50% of balance of the rental fee (total rental fee less the \$250 deposit) must be paid within thirty (30) days of the event and the remaining balance paid within fourteen (14) days of the event. If a security deposit is required (see "Damages" below), the deposit must also be paid within fourteen (14) days of the event.

Payment of deposits and rental fees may be made by check, money order or credit card. A \$30.00 fee will be accessed on all returned checks.

### **Cancellation/Refund of Fees**

If all fees are not paid within the required time frame, the reservation date will be forfeited.

If the Event Organizer cancels the event, all fees paid will be retained by the County. If a security deposit is required and paid, the County will refund the security deposit in full. (Refund if cancel more than 90 days prior to event?)

If the County cancels the reservation for any unforeseen reason or act of God, then the Event Organizer will be provided with another date for the event as near as possible to the date of the scheduled event. If another date cannot be worked out, the Event Organizer will be refunded all fees paid. The County is not liable for any damages, fees or other expenses incurred by the Event Organizers as a result of such cancellation.

If, during the course of an event, dangerous weather conditions threaten, the County has the right to close down an event for the period of time over which the threatening conditions persist.

## II. GENERAL REQUIREMENTS FOR SITE USE

### **Parks Rules and Regulations**

The Burlington County Parks System Rules and Regulations, a copy of which are attached in Appendix C, shall apply to use of the Fairgrounds unless otherwise provided herein.

The County reserves the right to impose additional conditions on use of the Fairgrounds facilities, whether or not expressly provided herein, if deemed to be in the best interest of the County and the facility.

### **Site Rental Rates**

Rental rates for the Fairgrounds can be found in the Fee Schedule attached as Appendix B.

These fees may be waived or reduced at the discretion of the Board of Chosen Freeholders for County-based not for profit organizations, other governmental entities, including County government departments, and 4-H groups.

### **Times of Events/Operating Hours**

The Fairgrounds is open and available for use from dawn to dusk. Any event extending beyond this time may be subject to increased fees for equipment rental (light towers) and County personnel time. In no case shall an event, including break-down and clean-up, extend beyond 11:00 p.m.

### **Temporary/Mobile Food Vending or Concession**

All temporary/mobile retail food vendors must comply with state, county and local rules and regulations relating to food safety and must obtain approval to operate from Burlington County and Springfield Township. The Burlington

County Health Department (“BCHD”) is responsible for approving all temporary/mobile retail food vendors. See Appendix D for details.

All food vendors or concessionaires seeking approval to operate a temporary/mobile retail food establishment must be approved and inspected by the Burlington County Health Department prior to the scheduled event. This approval process typically requires 30 days to complete, so Event Organizers should plan accordingly.

Subsequent to approval and satisfactory inspection by BCHD, the Event Organizer shall be responsible for obtaining a Retail Food Handlers License for every food vendor present at the event. The Event Organizer shall obtain completed Food Handlers License application forms from each vendor along with a fee of \$10.00 per day per vendor and submit the forms and fees to Springfield Township. A copy of the Food Handlers License application form is attached in Appendix E.

With the exception of alcoholic beverages permitted under circumstances defined below, no vendor shall sell items in glass containers.

### **Site Security**

The level of site security for each event will be determined by the Fairgrounds Manager in consultation with the Burlington County Department of Public Safety, the Burlington County Sheriff’s Department and Springfield Township. If required, the Event Organizer must contact the Springfield Township Police Department ([police@springfieldtownship.org](mailto:police@springfieldtownship.org); telephone: (609)723-5100) and arrange for the required level of security. If necessary, Springfield Township Police may call upon State Police, the County Sheriff, neighboring local law enforcement and/or fire police to assist with event security. Licensed private security companies may be used for overnight security. If the event requires use of the parking lot on the north side of the Fairgrounds (Area F), the Event Organizer will be responsible for obtaining the service of law enforcement officers or fire police to control pedestrian traffic. If the nature of the event requires that emergency medical responders be present during the event, the Event Organizer shall be responsible to arrange and pay for such services.

Copies of all security related contracts shall be provided to the County a minimum of thirty (30) days prior to the start of the event.

### **Tents**

If tents are to be erected, the Event Organizer must ensure that all tents meet generally recognized safety standards and use is in conformance with New Jersey’s Uniform Fire Code. All tents 20’ x20’ and larger must have an engineer’s rating and be able to withstand wind gusts of 70 mph for 5 seconds. In addition, the following general guidelines shall apply:

- Tents will be erected in accordance with all safety guidelines regarding anchoring systems for each anchored device (Reference: The IFAI Procedural Handbook for the Safe Installation and Maintenance of Tentage, Second Edition);
- Absolutely no staking will be allowed into asphalt pavement; and
- No stakes shall be driven more than 2 feet below ground

The Event Organizer will be responsible for obtaining all necessary permits from the Township of Springfield ([construction@springfieldtownship.org](mailto:construction@springfieldtownship.org) or by telephone at (609)723-2464, ext. 21) and the County Fire Marshal.

All placement and anchoring of tents, canopies, inflatables, etc. must be coordinated with the Fairgrounds Manager.

### **Alcoholic Beverage Policy**

The Fairgrounds has been constructed in large part to show case New Jersey agriculture and agricultural products. As such, only organizations whose purpose is to promote New Jersey agricultural products and who participate in the Jersey Fresh Program of the New Jersey Department of Agriculture may offer alcoholic beverages manufactured in New Jersey for consumption and sale provided that:

- All necessary licenses and permits have been obtained by the Event Organizer and participating vendors from the New Jersey Department of Law & Public Safety, Division of Alcoholic Beverage Control and Springfield Township. Copies of all required State and Local approvals must be submitted to the Fairgrounds Manager at least 14 days prior to the scheduled event.
- The Event Organizer shall provide security as required by the Fairgrounds Manager and Springfield Township Police Department.
- In addition to the insurance required in "Insurance" below, the Event Organizer shall provide liquor liability insurance in an amount determined necessary by the County Risk Manager. The certificate of insurance, naming the County as an additional insured must be provided to the Fairgrounds Manager at least 14 days prior to the scheduled event.

### **Vendors/Exhibitors**

All vendors/exhibitors must provide appropriate insurance as determined by the County Risk Manager and sign a waiver of liability.

### **Insurance**

The Event Organizer shall provide at their own cost and expense, the following insurance to the County of Burlington which insurance shall be evidenced by

certificates. Each certificate shall require that ten (10) days prior to cancellation or material change in the policies, notice thereof shall be given to the County for all of the following stated insurance policies. All such notices shall name the organization and identify the location, and provide the specific date of the activities. Certificates of Insurance shall be delivered to County of Burlington prior to the commencement of the project. All certificates of insurance shall state that County of Burlington is included as “additional insured” as respects operations conducted on their premises. The Limits of Liability shall be as follows:

- General Liability: \$1,000,000 (including products/ completed operations)
- Auto Liability: \$1,000,000
- Workers Compensation: Statutory
- Employees Liability: \$500,000 each accident for bodily injury by accident ;  
\$500,000 each employee for bodily injury by disease, and  
\$500,000 policy limit for bodily injury by disease

Use of premises for Athletic Participation should also require a minimum of \$1,000,000 Umbrella Liability Limit.

The County reserves the right to require additional insurance if the County Risk Manager determines it is warranted due to the nature of the event.

**Indemnification**

All Event Organizers and event exhibitors and vendors shall indemnify and hold harmless County of Burlington from any loss, theft, damage, liability, or other expense that may arise during or be caused in any way by such use or occupancy of facilities.

**Fire Permits**

Fire Permits may be required for certain events. Fire Permit applications will be completed by the Event Organizer and submitted directly to the County Fire Marshal along with applicable fees a minimum of thirty (30) days prior to the scheduled start of the event. Generally, a Fire Permit is required for a canopy, tent or tensioned membrane structure with an area greater than 900 square feet. Food vendors are required to obtain permits if cooking on premises.

Effective January 1, 2011 the fee for a Fire Permit will be \$42.00 payable by check or cash to the Burlington County Fire Marshal. All questions should be directed to: Burlington County Fire Marshal, Emergency Services Training Center, 53 Academy Drive, Westampton, New Jersey 08060. Telephone:

609.702.7158. The on-line link to the Fire Permit Application is:  
[www.co.burlington.nj.us/upload/Fire\\_Investigation/Images/FM\\_Permit.pdf](http://www.co.burlington.nj.us/upload/Fire_Investigation/Images/FM_Permit.pdf)

Event Organizers must provide evidence that all required permits have been obtained at least fourteen (14) days prior to the event.

### **Animals**

Event Organizers hosting events in which animals are used or exhibited shall be responsible for and comply fully with all laws, regulations, and local ordinances applicable to the humane care and treatment of animals. All animals must be penned, stalled and otherwise confined or under the direct control of owner or handler at all times. Persons keeping animals on site must use every care to assure safety of visitors and facility personnel.

### **Mail and Deliveries**

The County will not be held responsible, sign for or accept delivery of mail or materials made to the Fairgrounds facility for the Event Organizer or event exhibitor. The County assumes no liability with respect to the security of these items.

### **Lost or Stolen Articles**

Burlington County will not be responsible for property of Event Organizer while on Fairgrounds property. Unclaimed articles or property must be held and distributed by Event Organizer.

### **Restroom Facilities**

There are no permanent restroom facilities located at the Fairgrounds. Throughout the site, the County maintains four handicapped accessible portable toilets. The Event Organizer must arrange for delivery of additional portable toilet units and mobile hand washing stations, the number of which is to be based upon expected attendance.

## **III. PRIOR TO THE EVENT**

### **Contact Person**

The Event Organizer person named to be in charge of the event (Event Manager) must have full authority to make decisions about the event and must remain on-site at all times during the event. Event Manager must attend all meetings, be present for the pre and post event walk thru, etc. Event Organizer must notify Fairgrounds Manager if the Event Manager changes.

### **Meetings**

The County will hold periodic meetings as needed with the Event Organizer between the preliminary and final event appointments to discuss event preparation. Final event appointments will be held on the Friday before the



scheduled event. This appointment shall include a walk-through of the site to establish pre-event conditions.

**Site Plan/Layout**

The Event Organizer shall submit a site plan that identifies exhibitor/vendor placement, loading and unloading areas, exhibitor/vendor parking areas, etc. at least 30 days prior to the event.

**Advertising/Signage**

All event advertising requires approval from the County prior to release or otherwise posting. No signage will be permitted on the Fairgrounds without approval of the County. The Event Organization is responsible for removal of all signage at end of event.

Event Organizers shall not hang signs, bunting or other advertising materials on the Fairgrounds site without prior approval of the Fairgrounds Manager. Signage shall not obstruct the Fairgrounds sign.

The Fairgrounds office phone number as well as any County government phone number shall not be published or placed on any promotional material for any event or otherwise published in connection with the event. The Burlington County government seal shall not be used on any promotional material without the express written consent of the County.

**Event Set Up**

A detailed layout of the event set up must be submitted and agreed upon by all parties a minimum twenty (20) working days prior to the scheduled start of the event.

The Event Organizer shall have access to the site two (2) days prior to the event for set-up. No set-up activities may start without the approval of the Fairgrounds Manager.

IV. DURING THE EVENT

**Accidents**

All accidents, occurrences, and incidents must be reported to the Fairgrounds Manager as soon as possible. Reports must include: name, address and telephone number of the injured person(s), name, address and telephone number of any witnesses; description of the accident (how, when, and where it happened); and a description of the extent of bodily injury or property damage.

**Trash and Recycling Containers/Recycling**

Dumpsters and containers for trash and recyclables are supplied by the County. The Event Organizer is responsible for emptying containers in appropriate dumpsters during and after the event.

All vendors and exhibitors must recycle cardboard.

**Parking**

Parking is allowed only in areas designated for the event. No overnight parking is allowed unless unauthorized by the County. If parking requirements for the event exceeds the capacity of the rental area, additional charges may be assessed based on the rental fee of the additional area being used.

**Inclement Weather**

If, during the course of an event, dangerous weather conditions threaten, the County has the right to close down an event for the period of time over which the threatening conditions persist.

**Damages**

The Event Organizer shall be held responsible for all damages to and any necessary clean-up of the Fairgrounds facilities and property including, but not limited to, removal of event material left on-site after break down, graffiti, sticker and poster removal. All costs deemed necessary by the Fairgrounds Manager for replacement and/or repairs caused as a result the event will be billed to the Event Organizer within ten (10) working days following the event. Payment must be made within fifteen (15) days of receipt of the County's invoice for damages.

The County will not be responsible, under any circumstances, for damage to the property or materials of the Event Organizer and any event vendor during the event.

The County, at its sole discretion, may require the Event Organizer to post a security deposit to defray the cost of repairs and cleanup. The deposit will be refunded if there are no damages and the property is cleaned up to the satisfaction of the County.

**Clean-up**

The area(s) used by the Event Organizer must be left in the same condition as prior to the beginning of the event.

The Event Organizer will be responsible for the removal of all trash, litter and debris from the area(s) used for the event, including that generated by caterers, vendors, or any other entity involved with the event.

## V. SPECIAL CONDITION FOR USE OF EQUESTRIAN FACILITIES

### **Animal Health**

Event Organizers are responsible for verifying that all horses entering the Fairgrounds site, whether competing or not, have a current negative Coggins test.

For horses stabled outside of New Jersey, Event Organizer must obtain a Certificate of Veterinary Inspection (CVI) signed by a licensed veterinarian within thirty (30) days of the date of the event.

In order to insure the maximum level of protection for all horses, the Fairgrounds Manager may require immediate removal at owner's expense of any horse deemed by a licensed veterinarian to have, or to be a carrier of, an infectious disease.

### **Safety**

The Event Organizer shall be responsible for ensuring that events are conducted in a manner that protects participants and their animals as well as spectators, including, but not limited to, the following:

- Horses must be kept under control and on a lead at all times;
- Helmets are to be worn by all riders;
- Riding and driving of horse-drawn vehicles is restricted to the designated competition and exercise areas;
- Generally accepted rules of arena etiquette are adhered to; and
- Animals demonstrating habitual dangerous actions that may endanger other animals, humans or property, such as biting, kicking, bucking or rearing, must be removed.

### **Ring Maintenance**

The show rings will be watered and conditioned by Fairgrounds personnel before each show or event and as needed during the event. Event Organizer must include in show/event schedule times for ring maintenance. It will be necessary for all riders and drivers to vacate the rings when watering and/or conditioning is done.

### **Equipment**

The County does not supply jumps, obstacles, barrels or any other type apparatuses for use in the show rings.

### **Horse Barn**

The six stall barn may be used on a first-come, first serve basis. Stalls must have bedding and be thoroughly cleaned at the end of the event. Any temporary stall assignment/identification markers cannot be attached so as to cause damage to stall doors and must be removed at the end of event.

**Secretary's Booth**

Use of secretary's booth and PA system is included with rental of facility. The booth is mobile and can be moved at the request of the Event Organizer provided that such request is made at least five (5) days prior to the date of scheduled event.

**School Rings**

Use of school rings prior to event is permitted provided that Event Organizer is present.

**Clean-up**

Manure bins will be provided by County. Only manure and bedding are to be placed in manure bins.

No clean out of horse trailers is allowed in the parking lot.

**Syringes**

All hypodermic syringes and needles must be disposed of in the approved medical waste containers provided. Syringes and needles cannot be disposed of in manure bins or trash containers.