



*Red River Valley Fair  
Association*

*Wedding  
Guide*

*2011-2012*

**Red River Valley Fair Association  
P.O. Box 797  
West Fargo, ND 58078-0797  
701-282-2200 or 1-800-456-6408  
[www.redrivervalleyfair.com](http://www.redrivervalleyfair.com)**

# *Multi-Purpose Facilities*

The Red River Valley Fair Association (RRVFA) has multi-purpose facilities with ample free parking to make your special celebration a success. We will work with you and your family to provide the dream you have been waiting for. Our flexibility will enable your guests to enjoy a relaxing and spectacular day.

We provide the same excellence to a variety of other events too, including:

- Anniversaries
- Award Banquets
- Business-Related Social Events
- Graduations
- Private Parties
- Receptions and Dances
- Reunions and Special Events



# Weddings & Receptions

For wedding receptions and rehearsal dinners, we require a facility rental.

All receptions and rehearsal dinners will take place in the Hartl Ag Building. This multi-purpose facility has a lobby with a water fountain to welcome your guests to your reception. The lobby is 80' x 30' and is air conditioned for the comfort of your guests. The main reception area is an 80' x 120' steel building which has a catering style kitchenette area and restrooms and is not air conditioned.

## **Reception Only:**

Up to 350 guest maximum using a combination of 60" round tables and 84" rectangular tables

\$800 All Day Rental—includes access to facility at 12 noon the day prior to the celebration for decorating. Includes 2 hour clean up the day following the celebration (time to be arranged with RRVFA) Fee also includes one (1) Fair Attendant present at reception.

\$400 Additional day rental—access to facility at 12 noon two days prior to the celebration for decorating. (Example: Reception scheduled for Saturday evening, access to facility at 12 noon on Thursday)

## **Rehearsal Only:**

Up to 60 guest maximum (Lobby/Fountain area) using 60" round tables.

\$300 4 Hour Maximum Usage: Lobby/fountain area— Seating capacity of up to 60 guests. Access to kitchenette and restrooms. (Air conditioned)

Up to 350 guest maximum (main facility area) using 60" round tables.

\$500 4 Hour Maximum Usage: Entire facility usage - Seating capacity of up to 350 guests. This area is not air conditioned.

## **Above packages include initial event set up and event staffing:**

Catering, alcohol, linens, special equipment charges, and applicable taxes/fees are additional.

# Weddings & Receptions

## **Deposit and Payment:**

A \$400 deposit is required to secure the space. An additional \$400 damage deposit is held until the end of the contracted time. If no damage occurs at your event, your \$400 damage deposit will be returned. Final payment is required 30 days prior to the event. Payment arrangements with your caterer, musicians etc. is your responsibility.

**For further details call us at 701.282.2200**

## **Security:**

Security is required at all events that serve alcoholic beverages. Security fee must be paid prior to reception. Security is \$40/hr, minimum of 4 hours. The Red River Valley Fair Association will book security through the Sheriff's Department.

## **Insurance:**

The Red River Valley Fair Association requires all rentals to have a minimum of \$1,000,000 in limited liability insurance. If your insurance agent can not provide the insurance, an additional charge of \$125.00 will be applied.



# Equipment

## Equipment included in your rental:

60" round tables (35)	96" long rectangular tables (50+)
Stacking Chairs (350)	Microphone System (wireless)
Podium	Entrance Sign Holder

## Additional fees applied for the following:

• Risers—18" high—3' x 8' sections (18 sections)	\$35.00 per section
Riser Skirting (linen skirting at base)	\$2.00 per foot
• Stairs for Riser **	\$20.00 per stair section
• Black Pipe and Drape **	\$2.00 per running foot
• Table Linens—Ivory or White ** 60" Round tables	\$3.00 per table
• Table Linens—Ivory or White ** 96" long rectangular tables	\$ 5.00 per table
• Table Skirting—Ivory or White **	\$20.00 per skirt
• Stage (Large) for Band Usage	\$200.00
• Entrance Sign Holder	Holder is Free to use— imprint area is 24" x 36" — RRVFA to create sign—\$30.00

\*\* Above items will be rented from partners of the Red River Valley Fair Association — additional items can be rented upon request. Prices Subject to Change.

# *Decorating Policy*

## **Decorating Policy**

Glitter, table sprinkles, confetti, and balloons are not allowed. The throwing of rice, birdseed, silly string, soap bubbles or confetti is not permitted inside the Hartl Ag Building. Birdseed and soap bubbles are permitted outside the building. All candles used must be enclosed in glass. No open flames are allowed inside or outside the Hartl Ag Building in compliance with state fire regulations.

Any rental items must be approved in advance. Please keep in mind that additional fees may apply for the storage of rental items beyond the contract time.

You are welcome to begin decorating at the start of your contract time. If you require additional time, please visit with your event coordinator about rates and availability.

## **Service**

The Red River Valley Fair Association will provide tables, chairs, and other service tables for the event. Initial set-up and general clean up (except decorations you bring in) is included in your rental rate. Additional set-up needs/changes during the event or excessive clean-up following a reception will be billed at \$30 per hour. Table linens are required for all events. If table linens are not included as part of your rental package or catering service, The Red River Valley Fair Association will provide table linens for an additional cost.

# Food & Music

## **Food and Beverage**

It is highly recommended that you purchase food from a certified full service caterer. However, if you choose, you may provide your own food and service personnel. Please work with your event coordinator to review options. The Red River Valley Fair Association will gladly recommend caterers that have provided service to prior events.

## **Music**

The Red River Valley Fair Association requires that all music must end by 12:30 a.m. unless prior arrangements have been made. DJ's, bands and other entertainment groups are responsible for all set-up and takedown of equipment. The Red River Valley Fair Association has a stage designed for bands at an additional rental cost of \$200. The Red River Valley Fair Association does not provide any sound or lighting equipment for bands or DJ's for the event. A wireless sound system is available for use. The Red River Valley Fair Association will also assist you in finding the perfect entertainer to fit your style.

## **Liability**

The Red River Valley Fair Association does not accept responsibility for damage to, or loss of, any merchandise, equipment or articles left at the Red River Valley Fair's facility or in the parking lot or sidewalk areas prior to, during or following an event. The Red River Valley Fair Association requires all rentals to have a minimum of \$1,000,000 in limited liability insurance. If your insurance agent can not provide the insurance, an additional charge of \$125.00 will be applied.



# *Frequently Asked Questions*

## **Can I have alcohol at events in your facility?**

Yes. Alcohol is allowed at your event. The Red River Valley Fair Association will work with you to make arrangements for this service. Security is required for all events serving alcohol. If you plan to serve alcohol, security arrangements need to be made with the Cass County Sheriff's Department. The Red River Valley Fair Association will make those arrangements and the cost will be added to your final bill.

## **Can I bring in my own food?**

We do allow groups to bring in their own food, but discourage this practice due to health concerns. The Red River Valley Fair Association has a recommended list of caterers that are qualified to make your event special.

## **What is included with my rental fee?**

Your rental rate covers the tables, chairs, initial event set up and event staffing. Catering, alcohol, special equipment rental, linens, service fees, gratuities and tax are additional. An additional fee may be assessed if your event requires a set up change during the event or additional staffing.

## **Is parking free?**

Your guests are welcome to park in front of the Hartl Ag Building at no charge.

## **What decorations can I use?**

The facility is a steel all-purpose building. Decorating will enhance the ambience to the building. Prior rentals have decorated simply and elaborately. Please visit with our event coordinator for more options and suggestions.

## **When can we begin our setup and decorating?**

The Hartl Ag Building is available to you at the beginning of your contract time. Depending on availability, the Hartl Ag Building may be accessible for decorating prior to your contracted time. Arrangements can be made with the event coordinator to accommodate your requests.

# *Frequently Asked Questions*

## **Can we have music?**

Yes, the Red River Valley Fair Association requires that all music must end by 12:30 a.m. unless prior arrangements have been made. DJ's, bands and other entertainment groups are responsible for all set-up and takedown of equipment. The Red River Valley Fair Association has a stage designed for bands at an additional rental cost of \$200. The Red River Valley Fair Association does not provide any sound or lighting equipment for the event.

## **Do I need to hire additional security?**

Yes, security is required for all events serving alcohol. If you plan to serve alcohol, security arrangements need to be made with the Cass County Sheriff's Department. The Red River Valley Fair Association will make those arrangements and the cost will be added to your final bill.

## **Do I need to sign a contract?**

Yes, all reservations require a signed contract on file. In addition to a contract, a detailed setup report will be created so your event is everything you have dreamed.

## **Do you require a deposit?**

A \$400 deposit is required to secure the space. An additional \$400 damage deposit is held until the end of the contracted time. If no damage occurs at your event, your \$400 damage deposit will be returned.

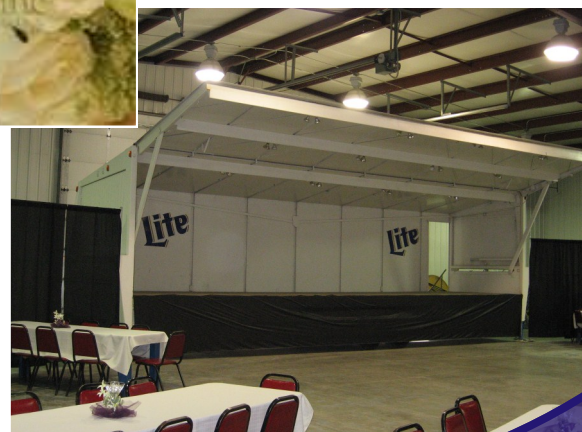
## **When is the final payment due?**

Final payment is required 30 days prior to the event. Payment arrangements with your caterer, musicians etc. is your responsibility.

# Photos



Make your  
Wedding Day...  
Truly Memorable...



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# Contacts

To discuss these opportunities further, please contact:

**Bryan K. Schulz**  
**General Manager**

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