

Randolph County Agricultural Center

Facility Use Guide

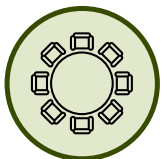


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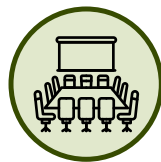


Thank you for your interest in hosting your event at the Randolph County Agricultural Center.

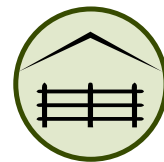
We're excited to help you create a smooth and successful experience. Before you begin planning, please review the following policies and helpful hints. This information will help you make the most of your time here—and ensure a stress-free event.



Event Center



Meeting Spaces



Arena

Booking Basics

Who Can Book and When?

Facility reservations are accepted on a tiered timeline:

Randolph County Cooperative Extension and Soil & Water Conservation District:

Up to 15 months in advance

Randolph County Departments:

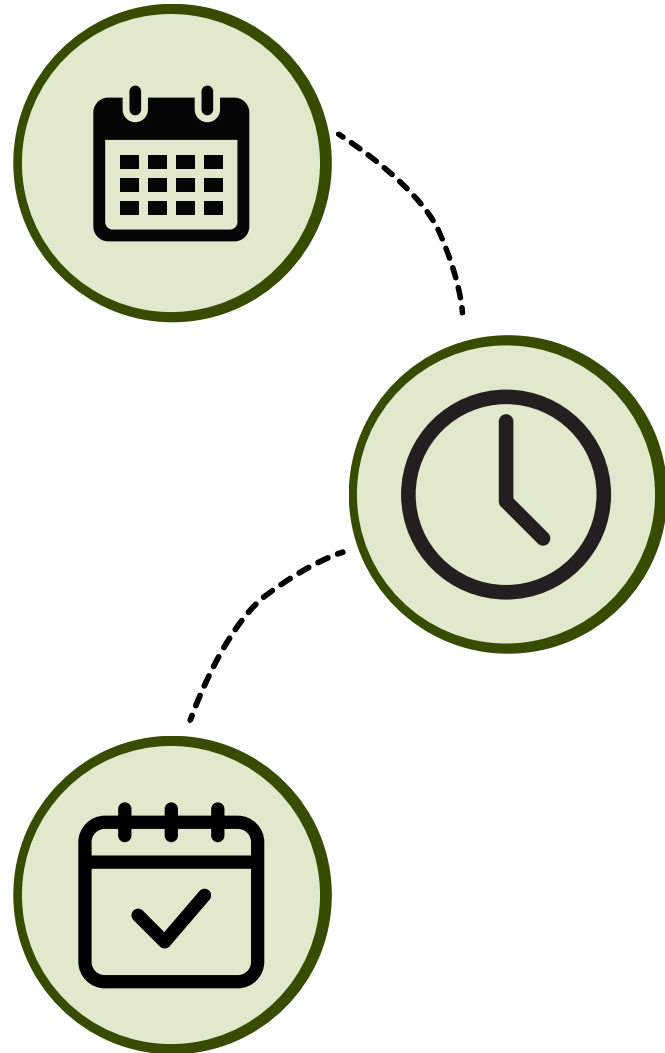
Up to 12 months in advance

General Public:



Up to 9 months in advance

Annual Events:

May be booked 13 months in advance



Please Note:

-  The individual signing the agreement must be at least 21 years old and will be held responsible for ensuring all policies are followed.
-  Rental time includes set-up and clean-up, so please plan accordingly. Additional time must be arranged in advance.

How Do I Book A Space?

To reserve space at the Randolph County Agricultural Center:

1

Submit a Reservation Request Form

You'll find the form on our website. Once submitted, event staff will reach out to:

- Confirm availability
- Discuss your event details
- Provide an estimated quote
- Share a packet of facility policies
- Send you a link to your electronic license agreement

2

Secure Your Reservation

Your reservation is not finalized until:

- The electronic license agreement is signed, and
- A nonrefundable deposit of 50% of your total rental fee is received, and
- A refundable security deposit is received, which will be returned after the event pending a satisfactory facility inspection.

This must be completed within 14 days of receiving your contract, or your temporary hold will be removed. The remaining balance is due no later than 4 weeks prior to your event.

If your event is booked less than 4 weeks in advance, full payment is required at the time of booking.

3

Finalize Your Event Details

At least **30** days before your event, you must:

- Pay your remaining balance (if not already paid)
- Submit a final event layout (no changes will be allowed once submitted)

At least **14** days before your event, you must:

- Provide copies of any required permits or insurance
- Submit contact information for any vendors

Please Note:

Renters are responsible for ensuring their caterer has submitted all required documentation to the Agricultural Center, including applicable licenses and proof of insurance. All communication, coordination, and payment arrangements with the caterer must be handled by the renter.

Facility Restrictions & Security

To keep our space safe and welcoming for all, the following are **not permitted**:

- ⊘ Alcohol
- ⊘ Smoking/Tobacco Products
- ⊘ Weddings, birthday parties, bridal showers, etc.
- ⊘ Open flames (candles, incense, fire pits, etc.)
- ⊘ Pyrotechnics, cold sparks, fog or smoke machines*
- ⊘ Fuel-powered equipment or vehicles inside the facility or on the terrace*
- ⊘ Inflatable rides or attractions*
- ⊘ Animals (except certified service animals)*
- ⊘ Nails, tacks, screws, or tape (other than gaffer's) on walls or surfaces*
- ⊘ Movement of the facility's permanent furniture*

*Exceptions may only occur with the expressed and written consent of the Agricultural Center Coordinator and/or County Management.



Security Requirements:

Security is required for:

- Events with over 150 guests
- Fundraisers or auctions
- Political events
- Events involving weapons displays or sales
- When deemed necessary by the Agricultural Center or Randolph County Sheriff's Department

Security will be coordinated with the Randolph County Sheriff's department and/or a preferred contract service. Costs and contractual agreements with said service are the responsibility of the renter.

Rental Rates & Fees

The rental rates listed below are base rates and do not include set-up fees, add-ons, or other potential charges. For a full estimate or to discuss your event needs, please contact us directly.

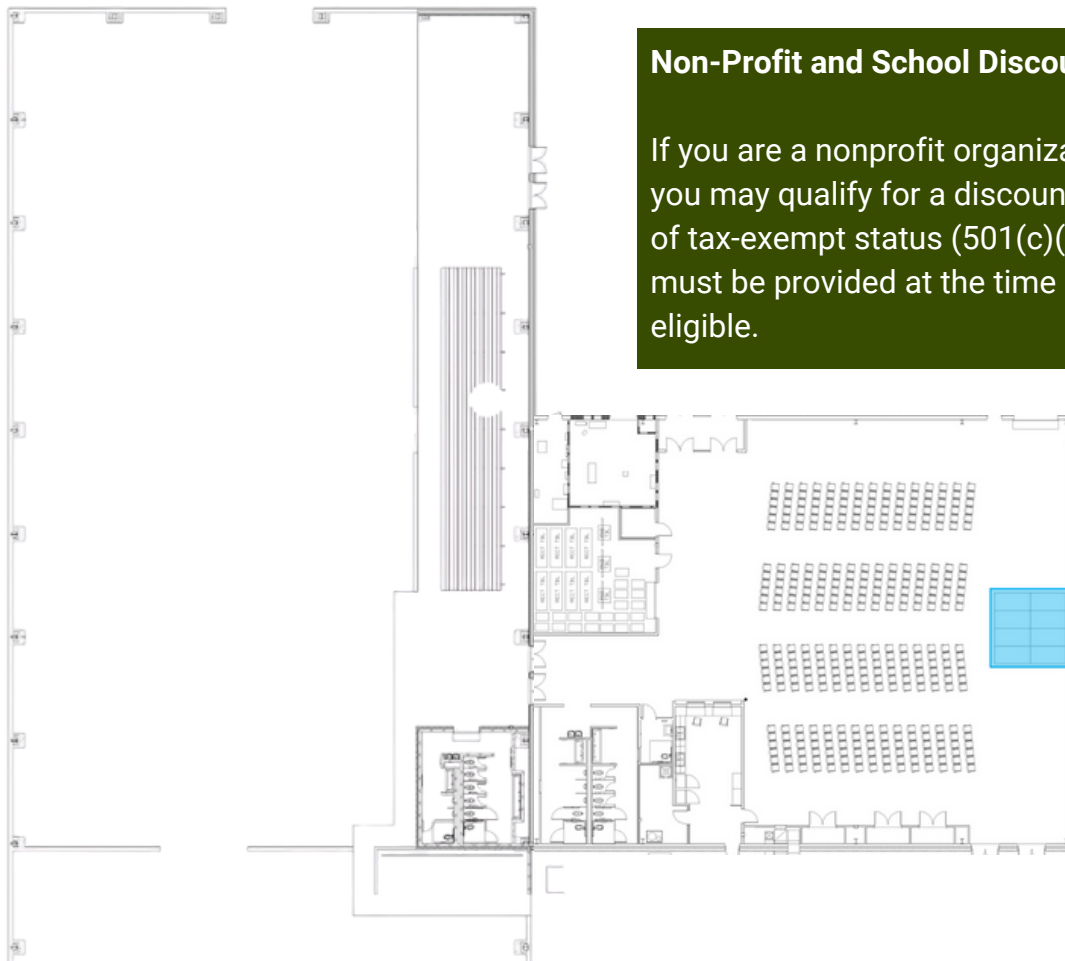
Event Center	Weekday - Half Day	Weekday – Full Day	Weekend – Full Day
Standard Rate	\$300	\$450	\$675
Non-Profit/Discount Rate	\$240	\$360	\$540
Arena		Weekday – Full Day	Weekend- Full Day
Standard Rate		\$350	\$450
Non-Profit/Discount Rate		\$280	\$360
Event Center and Arena		Weekday – Full Day	Weekend – Full Day
		\$675	\$950
		\$540	\$760

Weekday - Half Day: A 4-hour block of time between 7:00am - 11:00pm Monday - Thursday

Weekday - Full Day: An 8-hour block of time between 7:00am - 11:00pm Monday - Thursday

Weekend - Full Day: An 8-hour block of time between 10:00am - 11:00pm Friday - Sunday

**Options to purchase additional hours are available. Contact us to learn more.*



Non-Profit and School Discount Eligibility

If you are a nonprofit organization or public school, you may qualify for a discounted rental rate. Proof of tax-exempt status (501(c)(3) documentation) must be provided at the time of reservation to be eligible.

Rental Rates & Fees

The rental rates listed below are base rates and do not include set-up fees, add-ons, or other potential charges. For a full estimate or to discuss your event needs, please contact us directly.

Education and Resource Center Spaces	Weekday Half Day	Weekday Full Day	Weekend Full Day
Boardroom A, Standard Rate	\$35	\$50	\$65
Boardroom A, Discount Rate	\$28	\$40	\$52
Meeting Room A, Standard Rate	\$50	\$70	\$90
Meeting Room A, Discount Rate	\$40	\$56	\$72
Meeting Room B, Standard Rate	\$50	\$70	\$90
Meeting Room B, Discount Rate	\$40	\$56	\$72
Meeting Room A&B, Standard Rate	\$75	\$110	\$140
Meeting Room A&B, Discount Rate	\$60	\$88	\$112
General Classroom, Standard Rate	\$50	\$70	\$90
General Classroom, Discount Rate	\$40	\$56	\$72



Set-Up, Tear-Down, & Event Timing

Your rental time includes:



Set-Up



Event Time



Clean-Up

Please plan accordingly! Additional time used is subject to added fees.

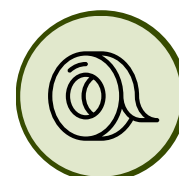
What You'll Need To Bring:



All Event Supplies
(scissors, tape, paper, etc.)

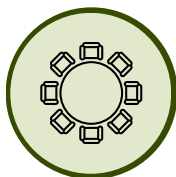


Your own laptop/devices
for presentations

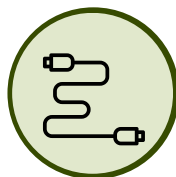


Cords, gaffer's tape, or rugs
to cover cables

What We Provide:



Tables & chairs per your
submitted layout



Indoor A/V
connection ports



WiFi access



Trash Receptacles

Catering & Kitchen Use

We have an open catering policy – but only with approved vendors. Food must be provided by a Qualified Caterer. No home-prepared food or unlicensed vendors are allowed.

Exceptions:

- Individually pre-packaged, factory-sealed snacks
- Ceremonial cakes

The Concessions Area Includes:

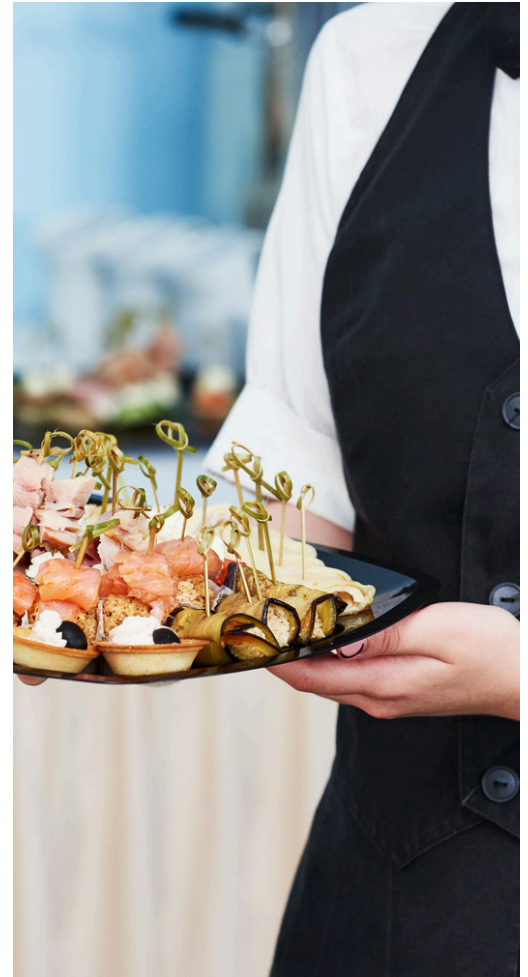
- 459-sq ft of workspace
- Commercial refrigerator and freezer
- Standard microwave
- Sinks and surfaces

Caterers Are Responsible For:

- Cleaning the concession area/utilized spaces
- Removing food and decorations, when applicable
- Taking out their trash

To view the Qualified Caterers List or learn how your preferred caterer may qualify, please contact the Agricultural Center directly.

Internal use by Randolph County departments may follow existing county norms for food brought into meetings or staff gatherings. These exceptions apply only to official department use and not to public or private rentals.



General Use & Safety Guidelines

As you prepare for your event, please remember:

- ⚠ Children must be supervised at all times
- 🔒 No entry into restricted utility or storage areas (attendees included)
- 🔊 A/V setup must be tested within your reserved hours
- 🪑 Do not move permanent furniture
- 💻 Bring your own laptop/device for presentation use

Capacity & Layouts:

Agricultural Center event staff will help you determine the maximum number of guests and work with you to create the best layout that meets your needs. Room capacities cannot be exceeded.

📌 No access is allowed before or after your reserved time. That includes early deliveries or post-event pickups.

Walk-Through Requirement:

A brief walk-through with staff is required both before and after your event. During this time, we'll review a simple check-in/check-out sheet to ensure the facility is left clean and in good condition (e.g., trash removed, furniture reset, etc.). Please note: These walk-throughs are part of your reserved rental time, so plan accordingly when scheduling your setup and cleanup.



Helpful Hints

We know that plans can change. Please note our cancellation policy:

Holding Deposit (50%)

- Due at the time of booking when you sign your contract. This deposit is nonrefundable.

Due no later than 4 weeks prior to your event date:

- Final payment
- Finalized room/space layout (no changes accepted after this point)

Booking within 4 weeks of your event?

- If you're booking less than 4 weeks before your event, full payment is due at the time of booking.

Cancellation Policy:

- Cancel more than 4 weeks in advance: 50% deposit is forfeited, balance and security deposit are refunded
- Cancel less than 4 weeks in advance: No refund (100% of rental fee is forfeited)

Can I reschedule my event?

- Yes—if your request is submitted at least 4 weeks in advance and the new date meets the same specifications (same hours/days/weekend/weekday).
- Rescheduling is subject to availability and is not guaranteed.

The Randolph County Agricultural Center is not available for rental on County holiday closures, including but not limited to:

- New Year's Eve & New Year's Day
- Good Friday through Easter Sunday
- Thanksgiving Day & the day after
- Christmas Eve & Christmas Day



Final Notes & Contact


Reminders:


- Leave the space as you found it
- All guests and vendors must vacate by your contracted end time
- We are a non-alcohol and non-smoking facility

Failure to follow policy may result in denied future use.

Questions?

Randolph County Agricultural Center Event staff are here to help! Contact us during business hours (Mon–Fri, 8:00 am–5:00 pm) for support or guidance.

 336-318-6100

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Asheboro, NC

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