

BOOKING PROCESS

1. Submit inquiry for space on LEC calendar

- a. Existing events—Requested dates we are aware of are noted on your Services Addendum cover sheet or should be sent in writing (an email) as soon as known. These dates are not confirmed until a Venue Use Agreement is signed.
- b. New events—Email a completed rental application will help get you a faster answer. (See LancasterEventCenter.org→Plan Your Event.)

Note that the LEC public event calendar is designed to guide visitors attending shows and will never serve as a reliable guide for show promoters on availability of space for your show due to private events, events in booking process at variable lengths of time before each event or facility black-out dates (e.g. for maintenance or transition between shows).

2. Your event will be noted on our internal booking calendar as it proceeds through the booking process:

- a. **Inquiry Status:** assigned to events that have requested potential space(s) and date(s) at LEC. Note: most LEC event dates are requested over year in advance.
- b. **Tentative Status:** assigned to events where a mutual date has been identified, but the Venue Use Agreement has not yet been executed.
- c. **Confirmed Status:** assigned to events that have a **signed Venue Use Agreement** and have paid any initial required security deposit and prepayment. *Confirmed public events will appear on the LEC public calendar online.*

3. A **Services Addendum** is usually done at same time as Venue Use Agreement and required no less than 90 days in advance for any added facility services beyond the space reserved in the Venue Use Agreement.

For more information:

1. See **LancasterEventCenter.org**, click on *Plan Your Event* at the top of the page for:
 - Facility maps & pictures
 - Facility spaces & services pricing
 - Brochures with space specifications, food & beverage services
 - LEC Event Application Form to request space
2. **Contact your LEC Event Planner if you have questions before filling out your LEC Event Application form:**
 - Animal Shows:
Justy Hagan, jhagan@LancasterEventCenter.org or 402-441-1811
 - People Shows:
Amy Beckstrom, abeckstrom@LancasterEventCenter.org or 402-441-1809





BOOKING POLICY

Lancaster Event Center Fairgrounds (LEC) is a public, non-profit facility run by the Lancaster County Ag Society for the benefit of Lincoln/Lancaster County citizens. LEC was built to be the home of the Lancaster County Super Fair organized each year by the Ag Society as part of its 150+ year mission to promote agriculture with a special emphasis on youth. LEC strives to provide high quality events to benefit facility users, the general public, and Lancaster County.

The Lancaster Event Center expressly reserves final discretion to accept, modify, refuse, or terminate bookings in accordance with this policy and to solicit, develop or promote any event consistent with Lancaster Event Center objectives and the interests of Lancaster County.

Lancaster Event Center's policy shall be to prioritize the Lancaster County Super Fair, agricultural events, youth events, and events that have broad public appeal and/or benefit the public as a whole; with the complimentary goal of providing a wide range of public recreational and entertainment activities. Event bookings are made at the discretion of LEC management and prioritized to benefit the community as follows:

1. Emergency uses
2. Lancaster County Super Fair
3. Agricultural and Youth events
4. Prior events with a history of compliance with LEC policies, rules, regulations, and timely payment
5. New events which will positively impact the facility, its offerings, and the community

In prioritizing events, LEC may consider a variety of factors including how the event will impact the quality and variety of events on the LEC calendar, the event's economic impact on LEC and the community, whether the event will adversely impact other LEC events and how the event will impact the community and the quality of life of its residents.

This policy is subject to change and may be amended without notice. Any questions on this policy should be directed to these LEC staff: your Event Planner, your event's Senior Operations Manager or the Managing Director.

