



CLIENT INFORMATION PACKET

2026

All pricing included is for estimate/inquiry purposes only. Unique quote and contract to follow after rental application is submitted.

Subject to change.

events@montereycountyfair.com

BOOKING AN EVENT AT THE MONTEREY COUNTY FAIR & EVENT CENTER

Step 1: Review This Packet

Read through this Client Information Packet to determine whether the Monterey County Fair & Event Center is the right fit for your event, budget, and logistical needs.

Step 2: Schedule a Venue Walk-Through (Optional)

Clients may request an appointment to tour the venue and discuss general availability and space options.

Step 3: Submit a Rental Application

Complete and submit the Rental Application included at the end of this packet.

Step 4: Receive a Tailored Cost Quote

Once your application is reviewed, a customized, non-binding cost quote will be prepared based on your event type, size, and facility needs.

Step 5: Approval, Contract & Deposit

If approved, a rental agreement will be prepared for signature. Dates are secured only after the agreement is executed and the required deposit is received.

Step 6: Event Coordination & Final Planning

Your Event Coordinator will follow up with required documents, deadlines, and planning details leading up to your event date.

IS THE MONTEREY COUNTY FAIR & EVENT CENTER A GOOD FIT FOR YOUR EVENT?

We host a range of events – from small private events to large public festivals. To help you decide if we're the right fit, here are a few important things to know.

Security - Required for most events. Based on attendance and event type. Number of guards determined during planning.

Insurance - Required for all events. Can be provided through the Fairgrounds for an additional fee.

Setup & Production Labor - Required for all events. Our team sets up tables, chairs, and event spaces and teardown after.

Catering / Food - Outside caterers are welcome but must be approved and insured. Caterers can submit their own COI or purchase through us.

Sound & Curfew - All DJs / Bands must be approved and insured. Outdoor music/events cannot start before 10:00 AM. Outdoor events must end by 10:00 PM; indoor events by 11:00 PM.

Alcohol Service - Outside alcohol is not permitted. All alcohol sales and service handled exclusively by RS Promotions. Alcohol service is quoted separately.

RS Promotions Contact: Ryan Sanchez | E-Mail: info@rsmginc.com

FAQ'S TO CONSIDER

Venue access is not guaranteed before noon on the day of your event.

Load-out and clean-up must be completed by midnight.

All vendors and party rentals must be pre-approved.

MCF does not set up or tear down party rentals.

No open flames of any kind.

No balloons outside, confetti, nails, or bounce houses.

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PRICING & EQUIPMENT

Below is our base pricing for our most popular rooms and chairs.

ROOM	PRICE	ROOM CAPACITY
SEASIDE ROOM	\$1,100 <i>\$1,500 w/ kitchen</i>	STANDING: 1,000 CHAIRS ONLY: 500 TABLES & CHAIRS: 275
KING CITY ROOM	\$1,100	STANDING: 1,000 CHAIRS ONLY: 500 TABLES & CHAIRS: 400
SALINAS ROOM	\$1,100	STANDING: 1,000 CHAIRS ONLY: 500 TABLES & CHAIRS: 400
MONTEREY ROOM	\$1,300 <i>\$1,800 w/ kitchen</i>	STANDING: 1,000 CHAIRS ONLY: 750 TABLES & CHAIRS: 500

TABLES	PRICE	
5' ROUNDS (SEATS 8)	\$12	Please keep in mind any additional tables you may need for food, desserts, gifts, or other event elements beyond guest seating.
6' ROUNDS (SEATS 10)	\$12	
6' BANQUETS (SEATS 6-8)	\$12	
8' BANQUETS (SEATS 8-10)	\$12	

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PRICING & EQUIPMENT

Below is our base pricing for our most popular chairs.

CHAIRS	PRICE	QUANTITY
METAL FOLDING CHAIRS	\$2	540
SEASIDE ROOM PADDED CHAIRS	\$2	175
MONTEREY ROOM PLASTIC STACKING CHAIRS	\$2	370
WHITE PLASTIC FOLDING CHAIRS	\$3	600
MAHOGANY RESIN FOLDING CHAIRS	\$4	180
WHITE RESIN FOLDING CHAIRS	\$4	450
WHITE AND GOLD THRONE CHAIR	\$150	1

Chair quantities are limited and reserved first-come, first-served—please account for any extra chairs you may need.



RENTAL APPLICATION

This is only an application; it does not
guarantee room rental.

/ /
Today's Date

Name: _____ Phone: _____
Name: _____ Phone: _____
Email: _____
Address: _____
City: _____ State: _____ Zip: _____

ABOUT YOUR EVENT

Date of Event: _____ Start Time: _____
Expected Attendance: _____ End Time: _____

Keys to your rental are not guaranteed until 11 AM day of your event. If you would like the day before access (4PM-11PM), it is \$250

Set Up Date: _____ Set Up Time: _____
Tear Down Date: _____ Tear Down Time: _____

Keys MUST be turned into security by conclusion or midnight latest the day of your event. If you would like the day after access (9AM-12PM Noon), it is \$250

Room Requested: _____ Type of Event: _____
Chairs Requested: _____ Qty. of Chairs: _____
Tables Requested: _____ Qty. of Tables: _____
Tables Requested: _____ Qty. of Tables: _____

Tables and chairs ordered outside of MCF are subject to surcharges and will NOT be set up by our staff. | \$1 per chair | \$5 per table

Please mark if you will be having any of the listed below at your event:

Serving Alcohol: _____ DJ: _____ Caterer: _____
Decorator: _____ Banda: _____ Photo Booth: _____

Please submit completed application to: events@montereycountyfair.com
or
Print and bring in person at 2004 Fairground Road, Monterey, CA 93940