

# FAIRGROUND ACTIVITY REQUEST FORM

**Organization Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Representative:** \_\_\_\_\_

**Phone Numbers:** \_\_\_\_\_

**I (We) are requesting the following date(s) Mo./Day \_\_\_\_\_ Year \_\_\_\_ Time: \_\_\_\_\_**

**A description of the planned activity is as follows:**

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**The area and/or the facility(s) that we desire to utilize are:**

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**NOTE: Special Set Up Instructions Must be Included with Request Form.**

**Estimated attendance will be:** \_\_\_\_\_

**Will food and non alcoholic - beverages be served/available?** \_\_\_\_\_

**Will alcoholic beverages be sold during your event?** \_\_\_\_\_

**Will alcoholic beverages be available during your event?** \_\_\_\_\_

**Will Concessions be sold during your event? YES \_\_\_ NO \_\_\_**

**Concessionaire ( Name) \_\_\_\_\_**

**Address \_\_\_\_\_ Phone # \_\_\_\_\_**

**Will Additional Set Up Day be Required?** \_\_\_\_\_

**Event Center: Full Day (\$250.00 Add'l.) \_\_\_\_\_ After 4:30 (\$100.00 Add'l.) \_\_\_\_\_**

**Who will Set Up? Renter \_\_\_\_\_ Fairgrounds Management \_\_\_\_\_**

**If there is to be a charge ( admission, registration fee, meal fee, etc. ) to attendees of the planned event please describe below:**

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**Do you wish your event to be displayed on our marquee?**

**Yes \_\_\_ No \_\_\_ If yes, what names to be used? \_\_\_\_\_**

**I (We) hereby acknowledge the above information is true to the best of my knowledge.**

**Representative**

**Date**

\_\_\_\_\_