

# FAIRGROUND ACTIVITY REQUEST FORM

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

Representative for organization: \_\_\_\_\_

Individual(s) Name (partnerships must list all partners, additional pages may be attached):

\_\_\_\_\_

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

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

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

1. The event will be on (mo./day) \_\_\_\_\_ year \_\_\_\_\_ Time: \_\_\_\_\_

2. I (We) are requesting the following date(s) Include in this time the set up and clean

up dates and times      Set up: Mo./Day \_\_\_\_\_ Year \_\_\_\_ Time: \_\_\_\_\_

Event: Mo./Day \_\_\_\_\_ Year \_\_\_\_ Time: \_\_\_\_\_

Clean up must be completed the night of the Event.

3. A description of the planned activity is as follows (include if a band or DJ will be present):

\_\_\_\_\_

4. The area and/or the facility(s) that we desire to utilize are (Event attendees cannot be in or around other buildings on the property that are not rented for the event. :

\_\_\_\_\_

NOTE: Special Set Up Instructions Must be Included with Request Form. Briefly describe below.

\_\_\_\_\_

5. Estimated number of people in attendance will be: \_\_\_\_\_ If number of people attending exceeds the estimate provided above, the event may be terminated immediately.

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

7. Will alcoholic beverages be sold during your event? \_\_\_\_\_

8. Will alcoholic beverages be available during your event? \_\_\_\_\_

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

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

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

Provide this information for all concessionaires; additional pages may be attached.  
All concessionaires will enter into a contract with the Fairgrounds Manager.

10. Will Additional Set Up Day be Required? \_\_\_\_\_

Event Center: Full Day (\$250.00 Add'l.) \_\_\_ After 4:30 (\$150.00 Add'l.) \_\_\_ Other Bldgs. \$50.00\_\_\_

11. Who will Set Up? Renter \_\_\_\_\_ Fairgrounds Manager \_\_\_ \$.50 per chair chg.

12. Will this be private or public event? \_\_\_\_\_

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

---

If there will be a charge of any kind to attendees, please answer question #14

14. Will there be publicity encouraging attendance or advertising for this event: \_\_\_\_\_

If yes, provide a copy of all the publicity used prior to the date of this Request Form to the Fairgrounds Manager.

If different publicity is provided after the date of this request it must be faxed to the Fairgrounds Manager as soon as it is distributed.

15. Do you wish your event to be displayed on our marquee? There will be a \$25.00 fee for this service.

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

I (We) hereby acknowledge that the Fairgrounds manager may require security at our event and I (we) will be notified when I (we) turn in the request form and/or when I(we) provide the latest publicity I(we) have used. If security is needed, it will be my (our) responsibility to provide that security. Security as defined by this form is off duty peace officers certified by the State of Texas. The Fairgrounds manager or his agent will determine the number of security personnel needed to be hired at the event by the estimated attendance. Security that I (we) hire must be approved by the Fairgrounds manager or his agent before the event.

I (we) acknowledge that we understand the Fairgrounds manager or his agent may enter our event at any time for any reason, free of charge.

I (we) acknowledge that I (we) understand that if any illegal/criminal activities are happening at my (our) event or if I (we) am in violation of this request form or the Rental and Regulation Contract that the Fairgrounds manager or his agent can immediately terminate my (our) event and everyone will be asked to vacate the premises and there will be no refund of any money.

I (we) have reviewed a Rental and Regulation Contract and I(we) agree that I (we) will abide by all the terms and conditions should the contract be awarded to me (us).

I (We) hereby acknowledge the above information is true to the best of my (our) knowledge and that I (we) will follow all the rules and regulations as set out in this Request Form and the Rental and Regulation Contract and I (we) further hereby acknowledge that if I (we) provided incorrect information on any documents requested this request is denied and the Rental and Regulation Contract is terminated and no money will be returned.

Representative/Individuals

Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

revised 5/3/2013