

# **FY2025 Bonner County Fairgrounds**

## **Facility Use Application**

*All Spaces to be completed as part of application*

**EVENT NAME:**

**EVENT DATES:**

**EVENT HOURS:**

**Responsible Party for Event:**

**Responsible Party Cell Phone:**

**Responsible Party Email:**

**Mailing Address:**

**Date to begin set up:**

**Date clean-up completed by:**

**Requested Date for Key Pick-Up:**

**Activities to be Conducted as part of Event:**

**Event Set Up Details. List any needs or information helpful to Fair staff. Event schematics and maps should be provided if available.**

**Admission or Ticket Charge? Admission or Ticket Price(s):**

**Parking Charge? Parking Fee Price:**

**Special Services Needs (Ex. Watering/Grooming area):**

**Office Space Required?**

**PA/Sound System:**

**Specific Electrical Requests:**

**Tables or Chairs? Quantity of each:**

**Dumpster / Waste Removal Use:**

**Stage Requested? Location for Stage:**

**Will event be requesting camping on grounds (Not RV Campground):**

**Fairgrounds Staff:**

**Fairgrounds Machinery/Equipment:**

**Horse Stalls:**

**Food/Beverage Booth:**

**Alcohol Beverages to be used or sold?**

**Food/Drink Concession Catering:**

**Name of Caterer:**

**Contact Person for Caterer:**

**Phone Number for Caterer:**

**Food Booths/Vendors:**

**Number of Booths/Vendors:**

**MEB Only:**

**Kitchen?**

**South Wing?**

- a. If for any reason one or more of the scheduled buildings rented are not to be used, the fair office must be notified ninety (90) days prior to the event.
- b. Events booked prior to January 31<sup>st</sup> require ninety (90) days prior notice.
- c. Dates are not secured until all paperwork and contract are completed and Security Payment is received in full at the Fair Office.
- d. Once the contract is drafted you will receive an “estimated cost for rental”, this amount is the agreed upon amount that is a baseline figure for facility use

rental/use. The Security Payment amount is based on this estimated amount. Final billing and invoicing may reflect a different amount based upon changes or Fees incurred at or after completion of event.

- e. Applicant affirms that their event, its activities, and the use/rental of Bonner County Fairground properties does not violate any Statutes nor threatens the health, safety, and/or welfare of the community, the Fairgrounds, or Bonner County.
- f. **All “Security Payments” are non-refundable, to include situations regarding cancellation of rental/use contracts.**

_____	_____	_____
Responsible Person	Signature	Date
Name (Print)		

*Fair Office Only*

Fair Staff Application Received By: \_\_\_\_\_

Date received at Fair Office: \_\_\_\_\_