



## Rental Fee(s) Reduction Proposal

Crook County Fairgrounds

Beginning in November of 2023, the Crook County Fairgrounds has an annual fund set aside for the purpose of reducing rental fees for non-profit organizations and other groups whose event directly benefits the Crook County community. Proposals for rental fee(s) reductions are reviewed by the Crook County Fair Board and voted on during their regular board meeting held every 3<sup>rd</sup> Monday of the month. Applicants are welcome to attend a board meeting to present their proposal (please call the office at (541) 447-6575 to be added to the agenda). The proposal may be denied, accepted, or partially accepted/adjusted. We encourage applicants to fill out every section of this proposal in detail.

***Please submit this proposal at least 30 days prior to your event.***

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

Goal/Mission of the Organization: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Event(s): \_\_\_\_\_

Date & Time of Event(s): \_\_\_\_\_

Facility, Equipment, Set-Up/Tear-Down needs, etc. that are required for your event:

\_\_\_\_\_  
\_\_\_\_\_

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Describe the event(s): \_\_\_\_\_

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How would your organization benefit from having rental fees reduced or eliminated?  
How would the money saved be used to directly impact the Crook County  
community? \_\_\_\_\_

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Please select the proposed rental fee reduction (you may select more than one):

- Waive the Facility Use Fee(s)
- Reduce the Facility Use Fee(s) to: \_\_\_\_\_
- Waive the Food/Alcohol % Commission
- Reduce the Food/Alcohol % Commission to: \_\_\_\_\_
- Waive the Equipment Rental Fee(s)
- Reduce the Equipment Rental Fee(s) to: \_\_\_\_\_

Submitted by (print & sign): \_\_\_\_\_

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

Drop off: 1280 S Main St, Prineville OR 97754  
Mail to: PO BOX 507, Prineville OR 97754  
Email to: [CCFG-staff@co.crook.or.us](mailto:CCFG-staff@co.crook.or.us)  
Fax: (541) 447-3225