



**EL PASO COUNTY FAIRGROUNDS
SPECIAL EVENT REQUEST FORM**

Please fill out this form completely. Submission of form does not guarantee approval.

Organization Name:	Contact Person:
Phone Number:	Fax Number:
Mailing Address:	
E-Mail Address:	

Type of Event	
Date(s) of Event:	<u>Start and End Time</u> (include set up and clean up):
Facility Building(s) Requested:	
Number of Attendees:	
Food Service – Describe all food services planned for this event	
Utilities – Describe utilities required for this event	
What type of equipment do you plan to bring to the event	
Please give any other details of the event and any other equipment needed. Attach additional sheet if necessary.	

CONTINUED ON REVERSE SIDE

By signing below, I hereby agree to abide by all El Paso County Fairground Rules and Regulations and any specific Special Event Rules as set forth on this permit. I am aware that violating any rule may result in the loss of my reservation, the forfeiture of my deposit, the imposition of clean-up fees or any applicable fines, or any combination thereof. To the extent authorized by the law, I shall defend, indemnify and hold El Paso County free and harmless from and against any and all liabilities, demands, claims, damages, legal suites, judgments, and decrees, and Court awards including costs, expenses, and attorney fees, on account of injuries to or death of any person or persons, including myself, or damage to any property arising out of or related to my intentional or negligent acts, errors, or omissions or those of my agents, officers, servants and employees, subcontractors or assignees, whether contractual or otherwise, while using park facilities pursuant to the permit. Nothing in this section shall be deemed to waive or otherwise limit the defenses available to the County pursuant to the Colorado Governmental Immunity Act or otherwise proved by law.

A FINAL WALK THROUGH AND FINAL PAYMENTS ARE REQUIRED NO LESS THAN TEN (10) BUSINESS DAYS PRIOR TO EVENT. THIS IS BY APPOINTMENT ONLY. PLEASE CALL THE FAIR & EVENTS COMPLEX OFFICE AT (719) 520-7880 TO SCHEDULE THIS APPOINTMENT.

Signature of Applicant	Date:
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Department Use Only		
Rental Fee	Deposit (separate Check-refundable)	Insurance
Additional rental fees – such as additional tables and chairs, camping, etc.		

Staff Representative:	Date:
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Thank you for choosing the El Paso County Fair & Events Complex for your event
 366 10th Street Calhan, Co. 80808
 (719) 520-7880 Fax (719) 520-7883
www.elpasocountyfair.com