



**GRAYS HARBOR COUNTY FAIR & EVENT CENTER
RESERVATION FORM 2019**

(All questions must be filled in, if not the form will be sent back.)

Organization or Name _____

Event Name or Type _____

Contact Person _____

Address, City, State, Zip _____

Day Phone _____ Night Phone _____ Email _____

Facility Requested: Entire Pavilion Building _____

Pavilion Arena _____

Pavilion Exhibit Hall _____

Pavilion Meeting Room _____

Camping Facilities _____

Other _____

Description of Event: _____

Additional Requirements or Comments: _____

Will alcohol be served? If yes, appropriate permit must be obtained. _____

Date(s) Requested to Set-Up _____ **Time(s) Requested to Set-Up** _____

Event day 1.) Building Open time: _____ Start time of event _____ End time of event _____

Event day 2.) Building Open time: _____ Start time of event _____ End time of event _____

Event day 3.) Building Open time: _____ Start time of event _____ End time of event _____

Is Admission Charged? Yes ___ No ___ Is Parking Charged? Yes ___ No ___

Admission Amount Charged _____ Parking Amount Charged _____

Will you need: Chairs @ \$1.00 each (If yes, how many) _____ Table @ \$3.00 (If yes, how many) _____

Upon receipt of this reservation form the requested dates will be considered and you will be notified by mail. If you have any questions or concerns please feel free to contact our office.

Voice **360-482-2651**

Fax **360-482-3297**

reaston@co.grays-harbor.wa.us

Please return this form as soon as possible to:

Grays Harbor County Fair & Event Center
PO Box 1229
Elma WA 98541

DATES

First Preference

Second Preference

Jan. _____

Jan _____

Feb. _____

Feb _____

Mar. _____

Mar _____

Apr _____

Apr _____

May _____

May _____

Jun. _____

Jun _____

July _____

July _____

Aug. _____

Aug _____

Sept _____

Sept _____

Oct _____

Oct _____

Nov. _____

Nov _____

Dec. _____

Dec _____

Please pay special attention to the following:

- Anyone that holds an event on the Fairgrounds must have a general liability policy that shall be in effect throughout their occupancy of the Fair premises. Proof of insurance must be provided two-weeks prior to event.
- Rental hours – no event may run after midnight unless authorized in advance. An hourly rate of \$150.00 will be charged for staffing after midnight.
- Set-up and dismantle - a one-half price rental rate will be charged for set-up day.
- Contract and deposits – contracts are to be returned within 10 days with the stated deposit to be guaranteed a date.
- Food Service – the county retains all rights for the sale or furnishing of food and beverages during events. Please refer to the section VII of the facility use agreement.
- Banquet and any other applicable permits (including health department) must be provided three working days prior to event.