



## Public Event Proposal Information

\*\*For public/paid events there is a minimum rental guaranteed vs a percentage (10% of gate and parking, 20% of concessions, \$100 per open keg of beer) whichever is greater. \*\*

Have you previously rented at the Madera Fairgrounds before? \_\_\_\_\_

Company name or club name \_\_\_\_\_

Contact name and phone number \_\_\_\_\_

Date of interest \_\_\_\_\_

Will it be a one-day event or multiple days? \_\_\_\_\_

Type of event \_\_\_\_\_

Location/area of interest \_\_\_\_\_

Description of event \_\_\_\_\_

Hours of actual event \_\_\_\_\_

Set up hours \_\_\_\_\_

Will you be needing day before to set up? \_\_\_\_\_

Will you need day after to tear down? \_\_\_\_\_

Items needed for event set up (ex. tables, chairs, etc.) \_\_\_\_\_

Estimated attendance \_\_\_\_\_

Admission fee? If so, please specify amount \_\_\_\_\_

**(Please keep in mind that if organizer is asking for an amount and calling it a "donation" then selling is taking place, therefore it would be considered a paid event.)**

Proposed security company \_\_\_\_\_

Will there be any vendors? \_\_\_\_\_

\_\_\_\_\_



# Public Event Proposal Information

\*\*For public/paid events there is a rental rate vs a percentage (10% of gate and parking, 20% of concessions, \$100 per open keg of beer) whichever is greater. \*\*

Is alcohol being sold or provided? If so, please provide vendor information \_\_\_\_\_

\_\_\_\_\_

Is food or beverages being sold? If so, please provide vendor information and price \_\_\_\_\_

\_\_\_\_\_

How will event be advertised? (ex. flyers, ads, social media, tv, radio, etc.) \_\_\_\_\_

Please provide any additional information regarding event (ex. pictures, videos, and/or links) \_\_\_\_\_

\_\_\_\_\_

### References:

Location of previous events, contact names and phone numbers

- 1) \_\_\_\_\_  
\_\_\_\_\_
- 2) \_\_\_\_\_  
\_\_\_\_\_
- 3) \_\_\_\_\_  
\_\_\_\_\_

*\*Please send form and any additional information to [tina@maderafair.com](mailto:tina@maderafair.com) for Manager and or Board of Director's Approval.*

**By submitting this Event Proposal, it is neither a commitment by the applicant nor an offer by the 21-A District Agricultural Association, Madera District Fair, to rent space.**