

Nevada County Fairgrounds Interim Events Rental Application Request Form

- * Acceptance of this request form **DOES NOT** guarantee use of any facilities.
- * Information on this form will be used to determine the feasibility of your event.
- * If the request is approved, you will be contacted by phone.
- * A rental quote will be mailed to you for review and approval and must be returned to the Fairgrounds office with the security deposit to reserve the facility and date.

Renter or Organization: _____
Person Signing Contact: _____
Mailing Address: _____
Phone: _____ Fax: _____ E-mail: _____
Secondary Contact: _____ Phone: _____ E-mail: _____
Event Name: _____
Facility Requested: _____ Event Type: _____
Date of Event: _____ Set-up Dates: _____ Clean-up Dates: _____
Expected Attendance _____ Hours of Operation: _____
Have you rented from us before? _____ If so, what event and when? _____

GENERAL INFORMATION

What type of event are you requesting to hold? _____
Will there be any musical performances at your event? _____
If so, please describe _____
Are there any special performances featured during your event? _____
If so, please describe _____

Will there be any animals on display or used during the event? _____
If so, please describe _____
Will you require any camping reservations? _____
If so, please estimate the number of full hook-up sites _____ and partial hook-up sites _____

ADMISSION

Will you be charging an admission fee? _____
If so, please list prices Adults: _____
 Seniors: _____
 Children: _____

FOOD & BEVERAGE

Will you be serving food at your event? _____
If so, please describe _____
Will you need access to kitchen facilities? _____
Will you be serving alcohol at your event? _____ Hard Alcohol? _____ Beer and Wine? _____
Will you be selling alcohol at your event? _____ Hard Alcohol? _____ Beer and Wine? _____
If you are selling alcohol, do you have a permit from Alcohol and Beverage Control to sell and serve? _____

PUBLIC INFORMATION SOURCE - Please fill out if your event will be open to the public.

Contact Person: _____

Phone: _____

E-mail: _____

Website: _____

INSURANCE

We require a minimum of \$1,000,000 liability coverage for all events. If you cannot meet this requirement, we can arrange coverage.

Will you need to purchase insurance coverage for your event? _____

Will you have food vendors at your event? _____

Will you have non-food vendors at your event? _____

COMMENTS

Request Taken By: _____

Date: _____

**** Sale of adult beverages on the Fairgrounds premises is subject to licensing and regulations by the California Department of Alcoholic Beverage Control.**

**** Individual vendors are subject to the same minimum \$1,000,000 liability coverage requirement and can purchase coverage if needed through the CFSA insurance program.**

FOR OFFICE USE ONLY!

Event Date Added To Outlook: _____

Event Approved By: _____

Date: _____

Event Approved By: _____

Date: _____

Event Approved By: _____

Date: _____