

# 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? \_\_\_\_\_

---

### **PUBLIC INFORMATION SOURCE**

Contact Person: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Website: \_\_\_\_\_

### **GENERAL INFORMATION**

Will there be any musical performances at you 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 & PARKING**

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

**FOOD & BEVERAGE**

Will you be serving food at your event? \_\_\_\_\_

If so, please describe \_\_\_\_\_

Will you need access to kitchen facilities? \_\_\_\_\_

Will you be selling alcohol at your event? \_\_\_\_\_ Hard Alcohol? \_\_\_\_\_ Beer and Wine? \_\_\_\_\_

If so, do you have a permit from Alcohol and Beverage Control to see and serve? \_\_\_\_\_

**PERFORMANCES & ENTERTAINMENT**

Will there be any musical performances at you event? \_\_\_\_\_

If so, please describe \_\_\_\_\_

Are there any special performances featured during your event: \_\_\_\_\_

If so, please describe \_\_\_\_\_

**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 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.**

<b>FOR OFFICE USE ONLY!</b>	
Event Date Added To Outlook: _____	
Event Approved By: _____	Date: _____