

Function Sheet
Bonner County Fairgrounds

2018

All areas are required to be filled out, signed and returned.

Name of your event: _____

Event hours: _____ Dates of duration of the Event: _____

Contact Person responsible for the event: Name: _____ Phone: _____

Email Address: _____ Website: _____ Cell Phone: _____

Date to pick up keys: _____ Date you will return all keys: _____

Date you will begin setup: _____ Date you will complete clean-up: _____

What type of activities will be conducted in the area(s) you rented? _____

Please check; No [] Yes [] boxes as to what you will require during your event
*** See the fee schedule for cost of item ***

*An Office Space: No [] Yes []

*Fair Staff: No [] Yes []

*South Wing of MEB: No [] Yes []

*Alcoholic Beverage: No [] Yes []

*Tables and Chairs: No [] Yes []

How many -Tables _____ Chairs _____

*Stalls: No [] Yes []

*The Kitchen: No [] Yes []

*Sound System: No [] Yes [] _____ Where located? _____ *Stage: No [] Yes [] _____ Where located? _____

* Equipment/Machinery: No [] Yes [] _____ If so, what? _____

*Camping on the grounds at \$25 per night: No [] Yes [] _____ How many? _____ How many nights? _____

Reservations are required, and all reservations must be made through the Camp Host by calling 208-304-2890. Camping Permits are obtained at the Fair Office and must **visible** on the Camping Unit.*All large event camping must be made through fair office.

Vendor Booths: No [] Yes [] _____ If yes, how many? _____ Inside or Outside? _____

Food/Beverage Booth: No [] Yes [] _____

If yes, where located? **(If outside booths or trailers, there must be a 20' fire lane left around the exterior of all of the buildings)**
No vehicles, trailers, or vendors on the lawn or cement area in front of Main Exhibit Building. Any vehicle, trailer, etc, blocking doorways, or arena entrances will be towed at owner's expense. You must provide Fair Management with a copy of completed Food Vendor Form, permits, and copy of insurance for each food vendor at your event.

Name of concession caterer: _____ Contact Person: _____

Address: _____ Phone: _____

What special services *will you need? (i.e. watering/grooming arena, etc.) _____

Is there an Admission Charge? No [] Yes [] -- If yes, what is the admission fee? \$ _____

Parking Charge? No [] Yes [] -- If yes, what is the parking fee? \$ _____

If you have a state Resale Certificate, Form ST 101, please enter your number here: _____

Will you be filing an Idaho Sales Tax Declaration Form ST-124? No [] Yes []

Non-Profit group, provide a copy of 501-C3 or acceptable document; No [] Yes []

Will you be providing security for your event? No [] Yes [] -- If yes, please provide name of Security Company, the contact person, and a phone number. Security is required to adhere to all Bonner County Fair Rules. **Note; if security does not adhere to Fairground Standard Operational Guidelines and rules-your event will be reviewed by the Fairboard to secure future usage.**

Company: _____ Contact Person: _____ Phone: _____

Note: All events held on the fairgrounds must allow access to any Law Enforcement Agency/Fair Staff at any time.

Additional Information: _____

I hereby agree to inform Fairgrounds management of any changes in the above information prior to or during my event.

Name of Organization: _____

Authorized Representative Signature: _____ Date: _____

Office Use: Date Received: _____ Approved: _____