



Event Profile Worksheet

Event Name: _____
Event Date(s): _____ : _____ am/pm - _____ : _____ am/pm
Set Up: _____ : _____ am/pm - _____ : _____ am/pm
Tear Down: _____ : _____ am/pm - _____ : _____ am/pm

PRODUCER:

Company: _____
First & Last: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: (____) _____
Email: _____

Copy of ID

Expected Daily Attendance: _____ Insurance: Private CFSA
 Alcohol: Beer Wine Liquor Alcohol Rider:
 Caterer Non-Profit: _____
 Public Event *\$10 Parking Fee* Private Event **DEPOSIT: \$** _____ Receipt # _____

Facilities Needed:

Bldg. 1 Bldg. 2 Bldg. 3 Bldg. 4 Bldg. 5 Bldg. 6 Livestock Barns
 Kitchen Kitchen Grandstand Parking Lot Only

Outside Space: Approx. Sq. Ft.: _____

Is this event conducive to sharing the facility with other events? Yes No

Security Plan needs to be created with Admin Office. Security handles all security in the parking lot, perimeter, screening and front entrance. Will you have additional security inside that you will be coordinating?
Yes No

Will you be using: Tents Pipe & Drape Linens Staging

I have read and understand the facilities rental brochure. I also understand in order to reserve a building and receive a contract, must include a \$500 deposit with this application for each building requested and provide a photo ID. I understand if I cancel my event, I forfeit my deposit. The Fair reserves the right to cancel this deposit and subsequent contract with a thirty (30) day written notice.

Signature _____ Date _____

Date Paid _____ Amount \$ _____ Receipt # _____ Contract # _____