

# Nevada County Fairgrounds Facility Rentals

## Rental Request Application

- \* 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 rental request is approved, you will be contacted by email or 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 secure the facility and date.

Date: \_\_\_\_\_

Renter or Organization: \_\_\_\_\_

*(If providing your own insurance, Renter or Organization must be the same name listed on the certificate of insurance)*

Person Signing Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Event Name: \_\_\_\_\_ Event Type: \_\_\_\_\_

Facility Requested: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

Set-up Dates: \_\_\_\_\_ Clean-up Dates: \_\_\_\_\_

Expected Attendance \_\_\_\_\_ Have you rented from us before? \_\_\_\_\_

If so, what event and when? \_\_\_\_\_

Will you need Wi-Fi at your event? If so, what dates? \_\_\_\_\_

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### **GENERAL INFORMATION**

What type of event are you requesting to hold? Will there be any musical or special performances? Will any animals be on display or present during the event? Specific equipment or supplies needed for event?

**Please describe your event in detail below. An additional page may be attached if needed :**

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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? \_\_\_\_\_ Will food be sold at your event? \_\_\_\_\_

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

**If food is being sold at your event, please check with the Nevada County Health Department on requirements**

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 may be able to arrange for purchase of this coverage depending on the nature of your event.***

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? \*\* \_\_\_\_\_

Trash disposal is \$125 per dumpster. Will you need trash dumpsters and how many? \_\_\_\_\_

***(Rental of Ponderosa Hall includes one 2-cubic yard bin at no charge)***

**HOW DID YOU HEAR ABOUT OUR RENTAL FACILITIES?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMMENTS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\* Sale of adult beverages on the Fairgrounds premises is subject to licensing and regulations by the California Department of Alcoholic Beverage Control. (Because of the importance of the safety of children; no alcohol is allowed in a non-public event if guest-of-honor is less than 21 years old. Event will be cancelled if alcohol is served or sold at one of these events.)**

**\*\* 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 Approved: _____	Date: _____
Facility:	
Refundable Security Deposit	\$500.00
Additional Equipment/Labor	
Utility Surcharge	
General Liability Insurance	
Vendor Liability Insurance	
Trash Fees - per 2 cubic yard dumpster (\$125/dumpster)	