

## APPLICATION FOR NOT-FOR-PROFIT EVENT RENTAL

NAME OF ORGANIZATION: \_\_\_\_\_

CONTACT FOR ORGANIZATION: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

REQUESTED DATE OF EVENT AND ALTERNATE DATE: \_\_\_\_\_

BUILDING OR AREA ON GROUNDS REQUESTED: \_\_\_\_\_

- PURPOSE OF ORGANIZATION: \_\_\_\_\_  
\_\_\_\_\_
- HOW DOES YOUR ORGANIZATION SERVE THE PUBLIC? \_\_\_\_\_  
\_\_\_\_\_
- PROPOSED EVENT AND ITS PURPOSE: \_\_\_\_\_  
\_\_\_\_\_
- HOW WILL YOUR PROPOSED EVENT SERVE THE PUBLIC OR COMMUNITY: \_\_\_\_\_  
\_\_\_\_\_
- WHERE/HOW WILL THE PROCEEDS OF YOUR EVENT BE APPLIED? \_\_\_\_\_  
\_\_\_\_\_
- EXPECTED NUMBER OF ATTENDEES: \_\_\_\_\_
- WILL ALCOHOL BE SERVED? \_\_\_\_\_
- THE FOLLOWING ITEMS MUST BE PROVIDED WITH THE APPLICATION:
  - TAX EXEMPT STATUS
  - ORGANIZATION'S IRS DESIGNATION LETTER
- THE FOLLOWING MUST BE PROVIDED AT LEAST TWO WEEKS PRIOR TO EVENT:
  - CERTIFICATE OF INSURANCE TO COVER DATE(S) OF EVENT, NAMING "FAIRGROUNDS MANAGEMENT & EVENTS CORPORATION" AS ADDITIONALLY INSURED
  - ALCOHOL PERMIT FROM STATE (IF SERVING ALCOHOL)
  - SECURITY DEPOSIT OF \$ \_\_\_\_\_
- SECURITY DEPOSIT WILL BE RETURNED IF THE FOLLOWING REQUIREMENTS ARE FULFILLED:
  - FACILITY/BUILDING(S) RETURNED IN THE SAME CONDITION FOUND
  - ORGANIZATION MUST PROVIDE THEIR OWN SET UP/TAKE DOWN OF TABLES, CHAIRS, ETC.
  - BASIC CLEANUP AFTER EVENT (SWEEPING, MOPPING IF SPILLS, GARBAGE BAGGED)
  - NO DAMAGE TO FACILITY OR ITS CONTENTS