

Grant County Fairgrounds FACILITY RENTAL WORKSHEET

This is an informational form only
Print this out and mail or email to GC Fairgrounds

- Event: _____
- Building or area to rented: _____
- Kitchen to be used: Yes: _____ No: _____
- Special needs requested _____
- Date(s) Reserved: _____ Contact Person(s): _____
- Phone: _____ Cell: _____ E-mail address: _____
- Mailing Address: _____ City, State, Zip: _____
- Keys released to who _____ when _____
- Legal name for rental agreement _____
- Date/Time set for inspection after event and with whom _____
- Any questions you may have _____
- Pricing of facility rental with special needs and times can be negotiated with the fair manager
- Insurance is required and will be addressed when the rental agreement goes out as it varies with use
- Quote from Fairgrounds to group _____
This line will be filled out by fairgrounds manager and mailed or emailed back to group
- Estimated number of attendees: ____ Estimated number of dollars raised: ____ Estimated number of dollars staying in the community. _____ (This information is used for annual OFA report)