



Outagamie County Fairgrounds Event Reservation Form

PO Box 246, Seymour WI 54165
(920) 833-2941
outagamiecofair@yahoo.com
www.outagamiecountyfair.com

Today's Date: _____

(Please print)

Organization Name: _____

Contact Person: _____ Title: _____

Person Signing Contract: _____ Title: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____ Email: _____

Event Name and Description: _____

Date(s) of Event: _____

Time of Event: _____

Does this include any necessary set-up or tear-down time? _____

Estimated Attendance: _____

Is this a public or private event: _____ Will you be charging admission? _____

Please attach event brochure and/or pictures of past events if available.

Please indicate all buildings or areas that you are requesting:

___ Grandstand	___ Small Animal bldg. (#4)	___ Jr. Fair bldg. A (#5)	___ Open Class bldg. (#6)
___ Commercial bldg. (#7)	___ Petting Zoo (#8)	___ Dairy Arena bldg. (#9)	___ Dairy/Sheep/Goat (#10)
___ Jr. Fair bldg. B (#11)	___ Beef/Swine Barn (#12)	___ Horse Arena	___ Outside/Grounds

Please indicate all other items or services that you are requesting:

___ # of tables	___ # of chairs	___ # of bleacher sections	___ # of 4x8 stage sections
___ Manure dumpster	___ Security requested	___ Cleaning requested	___ other Labor requested

Please describe power and /or water service being requested: _____

Do you have special instructions for set up? Please describe or include a diagram. _____

- Please return application as soon as possible.
- All Outagamie County 4-H events will be held free of charge.
- A **50% rental deposit** is required at least 30 days prior to the event. If your application is denied, or if the reservation is cancelled by the applicant within 7 calendar days of the event, the rental deposit will be returned in full.
- The **entire rental fee is required 5 working days prior** to the event.
- The renter is responsible for all damages to the property and/or its contents.
- The renter must provide a **short-term \$1 million liability insurance policy** that is in effect for the duration of the rental contract.
- The facilities are to be left in satisfactory, "as is" condition.
- Any damage or clean-up will result in maintenance billing, claim on the insurance policy, and the loss of your group's privilege to use the facility in the future.

For office use only:

Total \$ _____

Date Paid _____

Check # _____

I acknowledge the above requirements for the group use of the Outagamie County Fairgrounds.

Signature: _____