



# Fairgrounds Application

Today's Date: \_\_\_\_\_ Date and Time Needed: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_

Group/Organization Name: \_\_\_\_\_

Type of Event (explain in as much detail as possible): \_\_\_\_\_

At this time, how many people do you anticipate will participate? \_\_\_\_\_

Check all facilities you plan to use:  Barn  Black Building  Grandstand Area  Entire Facility

**Written statement verifying net-profit and payment will be submitted to Recreation Director within forty five (45) days of completion of event and payment of fees if applicable. There will be a \$50 late fee for every 30 days of not submitting the information and payment within 45 days of the event.**

## Rules and Regulations

1. Use of alcoholic beverages or controlled substances on any part of the premises is strictly prohibited.
2. Facility utilization is by permission upon proper application only.
3. No event will be cancelled unless due to weather hazards or other natural or man-made disturbances and cancellation will be determined by event sponsor in conjunction with Allegheny County. No liability for loss will be incurred by reason of such action either by Allegheny County or Allegheny Fairgrounds, Inc.
4. The sponsoring organization must afford adequate and appropriate supervision of all activities associated with the use of the facilities during the term of their event.
5. P. A. / Amplifiers will be turned off no later than 11:00P. M.
6. Larger events that utilize restrooms will be required to hire custodian(s) designated by the Allegheny County Fairgrounds, Inc. The designated custodian(s) will be paid at the rate specified in these rules by the sponsoring organization. The custodian(s) will be required to continuously maintain and clean the bathrooms throughout the event.
7. The custodian(s) designated by Allegheny County Fairgrounds, Inc. will be required to inspect all facilities after each event. The custodian(s) will be paid at the rate specified in these rules from the cleaning/**security** deposit (\$200). All facilities must meet custodian(s) satisfaction before any portion of the cleaning/**security** deposit is refunded. **A minimum of two custodian hours will be assessed on every cleaning/security deposit.**
8. The event holder will be responsible for communicating with outside vendors the rule of no undercutting of local vendors prices.
9. The event holder (large events) will need to meet with the Parks & Recreation Director well in advance of the event to discuss vendors and food services.
10. All food vendors are responsible for obtaining proper Health Department permits.
11. There will be no signage allowed along road or attached to split rail fencing. Marquee will be utilized.
12. **A deposit of \$250 will be required to use the tractor (see page 4 for contract).**
13. **Proof of liability insurance required.**
14. **Event holder must complete the clean-up within two weeks or before the next event whichever comes first. All clean-up must be done by the end of two weeks. Failure to clean up in a timely manner may cause a forfeiture of deposit.**

By signing below, you are stating that you have read and understand the rules of the Allegheny Fairgrounds, Inc. Also, by signing below, you are agreeing to follow these rules during your event.

\_\_\_\_\_  
Name (Printed) Signature Date

All checks and correspondence should be sent to: Allegheny County Recreation  
P.O. Box 366  
Sparta, NC 28675

Notes:

### FOR OFFICE USE ONLY

Total Fees Due: Cleaning/Security Deposit:	\$200.00
Sound System	\$150.00
Tractor Use	\$250.00



# Fairgrounds Application

Total due: \_\_\_\_\_ Date Received \_\_\_\_\_



# Fairgrounds Application

This page is applicable only if you are using the sound system.

- There is a **\$150** deposit required to rent the sound system of which **\$50.00** will be a non-refundable set-up fee. \$100 will be returned to the event holder at the completion of their event and the sound system is in the same functional and structural condition as rented.
- Applicant will be held fully responsible for any damages beyond the deposit.

## Rules:

**Training by Allegheny County Parks & Recreation will be required for the person/persons operating the sound system.**

**Sound System Operator** \_\_\_\_\_

**Training Date** \_\_\_\_\_

During the set-up process the volume level shall **not** exceed level **2**.  
During the event the maximum volume level shall **not** exceed level **5**.  
Therefore, the volume level should **NEVER** exceed level **5**.

By signing this document you agree to the terms and conditions herein and will abide by the rules and regulations pertaining to the rental of the sound system.

\_\_\_\_\_  
Applicant Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Fairgrounds Application

## Fairground Clean-Up Work Sheet and Guidelines

Event \_\_\_\_\_ Date of Event \_\_\_\_\_

Wording Needed for Marquee \_\_\_\_\_

### **Keys**

Picked-Up by \_\_\_\_\_ Date Received \_\_\_\_\_ Date Returned \_\_\_\_\_

### **Black Building**

<u>Beginning of Function</u>	<u>End of Function</u>	<u>Official Use</u>
_____ Bathrooms, Toilets and Sinks Clean, Supplies Stocked	_____	_____
_____ Trash Cans Empty	_____	_____
_____ Floor Swept	_____	_____
_____ Exhibit Hall, Floor Swept and All Litter Removed	_____	_____
_____ All Trash Cans Empty	_____	_____
_____ Kitchen Area, Refrigerator Empty and Wiped Out	_____	_____
_____ Sink Area and Countertops Clean	_____	_____
_____ Floor swept and Trash cans empty	_____	_____
_____ Exterior Area, All Trash Cans Empty,	_____	_____
_____ All Rubbish and Debris Removed	_____	_____

### **Grandstand & Concession Stand Area**

_____ Bathrooms, Toilets and Sinks clean	_____	_____
_____ Trash Cans Empty	_____	_____
_____ Floor Swept	_____	_____
_____ Supplies Stocked	_____	_____
_____ Exterior Area, All Trash Cans Empty,	_____	_____
_____ All Rubbish and Debris Removed	_____	_____
_____ Concession Stand, Use Lion's Club Clean-Up Rules	_____	_____

### **Barn**

_____ All Trash Cans Empty	_____	_____
_____ All Rubbish, Manure and Debris Removed	_____	_____
_____ Panels Replaced and Locked	_____	_____
_____ Manure/Dirty sawdust taken to designated area away from barn	_____	_____

***Please notify Alleghany County Recreation ASAP if the facilities are not in order! 336-372-2942***

Checked by \_\_\_\_\_

All rules and regulations on the application will apply. Failure to clean-up or damage to the facilities **or equipment** may cause a forfeiture of deposit. Deposit will not be refunded until Alleghany County personnel have checked and approved the facilities.



# Fairgrounds Application

## Tractor Use Agreement

There is a **\$250** deposit required to use the tractor. \$250 will be returned to the event holder at the completion of their event if the tractor is in the same functional and structural condition as when received, including parts.

**Applicant will be held fully responsible for any damages beyond the deposit.**

### Use of Equipment:

**Tractor shall only be used in a careful, law abiding and proper manner. All parts and excess pieces shall be inventoried before and after event.**

**Tractor shall be used starting on: Starting Date: \_\_\_\_\_**

**Ending Date \_\_\_\_\_ -**

**Payment of \$250 Received on: Date \_\_\_\_\_**

**Representative of the organization, \_\_\_\_\_ understands and agrees to the terms of this contract.**

**Date Signed \_\_\_\_\_**

By signing this document you agree to the terms and conditions herein and will abide by the rules and regulations pertaining to the use of the tractor.