



## Allegheny County 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): \_\_\_\_\_

Check all facilities you plan to use:  Barn  Black Building  Grandstands  Campgrounds  Entire Facility

### Rules and Regulations

1. Application, cleaning deposit, and event fees must be submitted to Allegheny County Parks and Recreation NO LESS THAN 30 days prior to the event.
2. Use of alcoholic beverages or illegal substances on any part of the premises is strictly prohibited.
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 Parks and Recreation Department. No liability for loss will be incurred by reason of such action by Allegheny County.
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. Event Holder is responsible to pay a \$500 cleaning deposit, hire cleaning personnel to keep facilities clean during the event, and to clean after the event is over. Failure to comply will result in the event holder forfeiting their \$500 cleaning deposit.
6. The event holder is responsible for communicating with outside vendors the rule of not competing with the concession stand holders menu items. (see attached menu)
7. The event holder will need to meet with the Allegheny County Parks and Recreation Director 15 days prior to the event to discuss all vendors and food services.
8. All food vendors responsible for obtaining and submitting proper Health Department permits.
9. There will be no signage allowed along the roadway or attached to the split rail fencing. The marquee will be utilized.

**Rules and Regulations Continued**

- 10. Proof of a \$1,000,000 liability insurance policy is required 1 week before for all events. Such policy needs to begin on the day of set up and last through the end of breaking down after the event.
- 11. Event holder must complete the clean up within 3 days. Failure to clean up within 3 days of the event will cause a forfeiture of the deposit.

**LIABILITIES ASSUMED BY USERS:**

Users of the facilities assume all liability for loss to the facility and its equipment and agree as part of its or their application to make prompt restitution for any such loss, damage or injury whether covered by insurance or not. Cleaning deposits may be utilized as partial or full restitution. Users of the facilities are responsible for all claims for damages by reason of injury to persons or property that may arise out of the use of the facilities or equipment.

*By signing below, you are stating that you have read and understand the rules of the Alleghany County Parks and Recreation Department, while also agreeing to follow these rules during your event.*

\_\_\_\_\_

Printed Name	Signature	Date
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All checks and correspondence should be sent to: Alleghany County Parks and Recreation  
P.O. Box 366  
Sparta, NC 28675

## **Fairgrounds Fee Schedule**

Barn \$100/day

Emerson Black Building \$150/day or \$1,000/week

Grandstands \$500/day

Camper hookups \$30/day or \$400/month

Sound System Deposit \$250 for 2 hours. \$50 per additional hour

Cleaning Deposit \$500

Fairgrounds \$1,200

## Fairground Clean-Up Work Sheet and Guidelines

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

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

### 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	_____	_____
_____ Kitchen Area, Refrigerator Empty and Wiped Out	_____	_____
_____ Sink Area and Countertops Clean	_____	_____
_____ Exterior Area	_____	_____
_____ All Rubbish and Debris Removed	_____	_____

### Grandstand Area

_____ Bathrooms, Toilets and Sinks clean	_____	_____
_____ Trash Cans Empty	_____	_____
_____ Floor Swept	_____	_____
_____ Supplies Stocked	_____	_____
_____ Exterior Area	_____	_____
_____ All Rubbish and Debris Removed	_____	_____

### 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 Parks and Recreation ASAP if the facilities are not in order! 336-372-2942***

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