



Welcome to the Gila County Fairgrounds Use Application and Policy Pages

For your convenience we have provided this document for your review in PDF format. If you wish to submit an application to schedule an event, please print this document, complete each form, read and sign the Policy/Procedures sheet and mail or deliver all

ORIGINALS WITH SIGNATURE to:

Gila County Emergency Management
Fairgrounds Department
5515 S. Apache Ave., Ste 400
Globe, AZ 85501

If you have questions you may call 1-928-402-8764 or 1-800-304-4452 x8764 for assistance.

APPLICATION TO RENT GILA COUNTY FAIRGROUNDS' FACILITIES

Name of Individual or Organization:							
Address of Individual or Organization:							
Function to be Held:							
Contact Person for Event:							
Telephone No.:		()					
Date(s) Requested:				thru			
Time of Event:				to			
Estimate How Many People Will Attend Event:							
Liquor License No. and Sold by (Name):						Served only?	
Will this event be public or private?		Public				Private	
If public, would you like this event listed on the Gila County Fairgrounds webpage?				Yes		No	
Information to be posted on webpage:		Is there an entrance fee?		Yes		No	
Adults:	\$	Children:	\$	Seniors:	\$		

Which facility will be rented? Please check appropriate box, fill in # of days or hours and enter Total Fee(s).

BUILDINGS

<input type="checkbox"/>	<u>Exhibit Hall</u> : The building is 60' x 120' (7200 sq ft) including kitchen and restrooms. Capacity is 480 people.		Total Fee:
	First Day of Event - \$350.00		
	Each Additional Day of Event - \$250.00	Days	
	(\$50.00 of cleaning deposit is non-refundable) Cleaning Deposit \$150.00		
	Key Deposit - \$25.00		

<input type="checkbox"/>	<u>Commercial Building</u> : Capacity is 320 people.		
	First Day of Event - \$200.00		
	Each additional Day - \$100.00	Days	

OUTDOOR FACILITIES

E.M.T. required for Go-Kart and all High Risk events. Horse Racing Events required to have ambulance and E.M.T.

<input type="checkbox"/>	ATV Grounds		
	\$75.00 per day; \$300.00 per week (5 days)	Days	

<input type="checkbox"/>	Rodeo Arena		
	First Day of Event - \$1,200.00 + set up charges		
	\$ 150.00 for each additional day	Days	
	\$25.00 per hour for lights	Hours	

<input type="checkbox"/>	Grandstand Area		
	First Day of Event - \$500.00		
	\$150.00 each additional day	Days	

<input type="checkbox"/>	Livestock Shed A (60 x 120)		
	\$150.00 per day	Days	
<input type="checkbox"/>	Livestock Shed B (80 x 120)		
	\$150.00 per day	Days	
<input type="checkbox"/>	Livestock Shed C (30 x 120)		
	\$150.00 per day	Days	
<input type="checkbox"/>	Horse Stall(s)	\$10.00 Each per day	EA Days
<input type="checkbox"/>	Car Track/Motor Cross	\$150.00 per day	Days
<input type="checkbox"/>	Other Areas at Fairgrounds	\$150.00 per day	Days

TOTAL FEE(S) DUE:

ALL MONIES MUST BE PAID IN FULL IN ADVANCE OF EVENT

POLICIES/PROCEDURES: Please read carefully.

1. Gila County requires the event sponsor/individual to provide security personnel for events where:
 - a. Alcohol/liquor is served or sold;
 - b. Events are offered for public attendance;
 - c. More than 150 persons are expected to attend a private event;
 - d. Under all other circumstances the event sponsor/individual will provide adequate security. It is understood that no security is provided by the County through the County;
 - e. It is further understood that the event sponsor/individual is to exercise reasonable judgment regarding the number of security personnel needed for their event. **At a minimum no less than two (2) law enforcement officers are required for every 150 persons in attendance. At least one (1) officer must be an Arizona Post Certified Officer and the other may be a Gila County Sheriff Posse Reserve.**
2. If alcohol/liquor is sold or served, it is the Board's policy **not to allow alcohol/liquor outside the building**. Law Enforcement Officers have been instructed to enforce this policy.
3. All functions are to end by 12 midnight. This includes removing all personal property. Gila County will not be responsible or liable for any personal property left after the function ends.
4. The refundable portion of the cleaning deposit will be forfeit if the building is not cleaned or if there are any damages to the building or related equipment.
5. The key deposit must be paid prior to picking up the key from the Fairgrounds between the hours of 6:00am and 2:30pm. Fairgrounds office: **925-425-5924**. Security arrangements and payment of all fees must be verified prior to key being released. Key must be returned to Fairgrounds personnel prior to key deposit refund.
6. Insurance is required for all individual events. Some County sponsored events or functions may be required to provide additional insurance. A copy of the insurance certificate is required 10 days prior to the date of the event.
7. No tape of any kind, nails, thumb tacks, or pins will be allowed on the walls for decorating.
8. All requests to waive rent for the Fairgrounds' facilities are forwarded to and approved by the Board of Supervisors. The event contact will be notified by mail of waiver status.
9. The event contact person should communicate with Scott Marcanti at least ten (10) working days before the event to review facility setup.
10. If you received this application by mail or download from the internet (www.gilacountyaz.gov), please mail the completed document with original signature to:

**Gila County Emergency Management-Fairgrounds
5515 S. Apache Ave., Ste 400
Globe, Arizona 85501**
11. Events may be scheduled up to two (2) years in advance. The Fairgrounds' Master Calendar is maintained and coordinated by the Department of Emergency Management. Call 928-402-8762 to request the availability of specific dates and times.
12. Gila County reserves the right to unilaterally cancel a reservation for the Fairgrounds' facility due to unforeseen circumstances, such as damages from natural or man-made causes. A full refund will be issued to the reserving party if another suitable Fairgrounds' facility cannot be substituted.
13. The Fairgrounds Foreman will have the right to review concurrently scheduled events for appropriateness, compatibility and safety. Alternate event dates will be offered to all requesters if criteria cannot be satisfied.
14. Rental rates for Fairgrounds' facilities shall be based on the Fairgrounds' Rate Schedule in effect on the date the approval is given by the Board of Supervisors.

I have read and understand this application:

Applicant Signature:		Date:	
Fairgrounds Personnel Signature:		Date:	

(Do not write below this line)

E.M./F.G. Checklist:							
Conflict with dates:		Rental Fees:		Security:		Insurance:	
		Approved:				Disapproved:	
Signature:							
	County Manager					Date	
Signature:							
	Chairman					Date	
Gila County Board of Supervisors							

