



GILA COUNTY FAIRGROUNDS

Event Check List – Applicant

EVENT: _____

DATE OF EVENT: _____

FACILITY VENUE: _____

Application – Fairgrounds Event Application: Due 60 Days prior to Event Date

If applying for Fee Adjustment: Due 90 Days prior to Event Date

- Application for Adjustment of Fees (501 (c) __ Non Profit Only) (Due 90 Days prior to Event)
- Letter to Gila County Board of Supervisors requesting Adjustment of Fees w/explanation.
- Check Calendars for Availability: _____
- Deposit Paid: \$ _____ Date: _____ **Due 60 Days prior to Event Date**
- Rental Fees Paid: \$ _____ Date: _____ **Due 30 Days prior to Event Date**
- Application Approved: Yes or No
- Date for Event Approved by Gila County Facilities: Yes or No
- Certificate of General Liability Insurance: Date : _____
- Event Liquor License Required: Yes or No Applied w/BOS Date: _____
- Applied with State Department of Liquor License and Control Date: _____
- Liquor License Received and Submitted to Gila County Facility Office: Date: _____
- Certificate of Liquor Liability Insurance Submitted to Gila County: Date Received: _____
- Food Permits Required: Yes or No Applied w/Health Dept. Date: _____ Received Date: _____
- Vendors Certificate of Liability Insurance Submitted to Gila County: Date: _____
- Security Arranged with Sheriff's Office (Johnny Holmes) 30 Days Prior: _____
- Drawing of Hall Layout submitted to Gila County Date: _____
- Set up Staffing Request submitted to Gila County Date: _____
- Key Picked Up: Date: _____
- Key RETURNED: Date: _____