



GILA COUNTY FAIRGROUNDS - FAQs

1. **Q:** How far in advance do applications need to be turned in?
A: Applications for Level 1 and Level 2 Events must be received 60 days prior to date of Event.
Application for Level 3 Events must be received 90 days prior to Event.
2. **Q:** How do I apply for a rental fee adjustment?
A: Only Organizations that are deemed Non Profit by the IRS may apply to have fees adjustment. Fee Adjustment Applications require Gila County Board of Supervisor approval. Fill out and submit the Fee Adjustment Application along with required documentation to Gila County Facilities Management for submittal to the Board of Supervisors at least 90 days prior to the Event.
3. **Q:** Do I have to have Insurance for my event?
A: All Events are required to have Event Insurance naming Gila County, its officials and employees as Additional Insured. A Certificate of Insurance must be received 10 days prior to the Event. (See Application for further details)
4. **Q:** Do I have to have approval from the Board of Supervisors to have an event at the Fairgrounds?
A: If your Event is a Level 3 or you are requesting a Fee Adjustment, then the request must go before the Gila County Board of Supervisors for approval. Facilities personnel will submit your application to the Board of Supervisors when all required information is received.
5. **Q:** Is there any other paperwork to do or permits to get?
A: Some Events may require additional licensing, permits, EMTs and ambulance on site or increased insurance.
6. **Q:** Do I have to have Security at my event? If so, where do I get it from?
A: Level 2 and Level 3 Events are required to apply for Security Services available through the Gila County Sheriff's Office. Whether or not Security will be needed and at what level will be determined by the Gila County Sheriff's Office. Please review the Rules and Procedures packet or contact them at 928-402-1881 for scheduling details and cost information.
7. **Q:** What do I have to do if we want to have food at our event?
A: Selling food may require permits from the Gila County Health Department, please contact their office at 928-402-8811 for further information. If a vendor is Selling Food, the vendor must provide a Certificate of Insurance naming Gila County its Officials and Employees as additional insureds.
8. **Q:** My event requires a certificate of insurance listing Gila County as an Additional Insured. What does this mean and how do I add this?
A: You, the special event holder, will most likely be required to provide proof of liability insurance to the facility/venue where you have decided to hold your special event. In addition to providing proof (in the form of a piece of paper known as a Certificate of Insurance) to the facility/venue that you have secured a liability insurance policy, you may also be required to add the facility/venue to this required liability insurance policy as an insured. This is known as adding the facility/venue as an Additional Insured to this liability insurance policy, which the facility/venue requires you to purchase before you will be allowed to hold your special event. The practice of a facility/venue requiring that all persons or entities renting or using the site name them as an Additional Insured on a General Liability insurance policy, is quite common. It is so common, in fact, that the required Additional Insured wording or language is generally contained within the Insurance Requirement section of the Facility Rental Agreement or Facility Use Agreement.



9. **Q:** What is Special Event General Liability Insurance?
 A: Special Event Liability Insurance (also referred to as CGL, Commercial General Liability or Spectator Liability) is an insurance policy designed to provide broad protection for situations in which an event holder or concessionaire must defend itself against lawsuits or pay damages for bodily injury or property damage to third parties. Host liquor liability is included if there is no transfer of money for alcohol. This policy also gives protection to the venue and or sponsors of the event by adding them to the policy as an additional insured. Examples, such as a slip and fall or damaged floors are covered by this type of policy. Exclusions do apply
10. **Q:** What if we want to SERVE ONLY alcohol at our Event?
 A: If you are only serving alcohol and there is no charge for the alcohol, you must obtain “Host Liquor Liability Insurance” naming Gila County, its officials and employees as Certificate Holder and as additional insured. You are also required to have Security at your event through the Gila County Sheriff’s Office.
11. **Q:** What if we want to have alcohol FOR SALE at our Event?
 A: You must first apply to the Gila County Board of Supervisors for approval to apply to the State of Arizona Department of Liquor Licenses and Control for a Special Event Alcoholic Beverage License. Due to the time involved, this process should begin at least 90 days or more prior to the Event Date. You are also required to have Security at your event through the Gila County Sheriff’s Office.