



745 N. Rose Mofford Way  
Globe, Arizona 85501  
Phone: (928) 402-4368 / Fax: (928) 425-8104  
[www.gilacountyaz.gov](http://www.gilacountyaz.gov)

## GILA COUNTY FAIRGROUNDS USE APPLICATION

### Special Events: Facility Rental

### Level 1: Event Application

**Event Level 1**– An event for which the majority of these conditions are anticipated.

- Event will occur in a single day.
- Event will bring in fewer than 300 people.
- No admission or entry fees will be charged.
- Event is not opened to the public.
- No food will be sold
- Alcohol will NOT be sold or distributed.
- There may or may not be live entertainment.
- Minimal use of Gila County staff and equipment.

Event Applications are processed in the order received. **Submitting this request does not guarantee dates or use of facility.** Applications must be submitted at least 60 days prior to the Event Date. If requesting an Adjustment of Fees, applications must be submitted at least 90 days prior to the Event Date. If any portion of the application is incomplete or requested information is not provided, **including the Event Deposit Fee of \$175**, the proposed Event WILL NOT be considered until a complete application is submitted. Full Payment will be required after a contract is issued.

### Contact and Event Information

Event Title: \_\_\_\_\_

Applicant or Organization Name: \_\_\_\_\_

Website: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person for Event: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Time: \_\_\_\_\_

Set Up Date: \_\_\_\_\_ Clean Up Date: \_\_\_\_\_

Type of Organization producing Event: For Profit \_\_\_\_\_ 501(c) \_\_\_\_\_ Non-Profit \_\_\_\_\_ Govt \_\_\_\_\_

Anticipated DAILY Attendance/Participants: \_\_\_\_\_ TOTAL Attendance: \_\_\_\_\_

What is the nature of the Event activities? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



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**Event Information**

**Facilities Requested:**

ATV Grounds   
  Car Track and/or Motor Cross  
 Commercial Building   
  Exhibit Hall   
  Grandstand Area   
  Horse Stalls   
  Livestock Shed A   
  Livestock Shed B  
 Livestock Shed C   
 Rodeo Arena   
 Other Areas

Other Facility service or equipment needs not listed above (Additional fees may apply):

**Alcohol is NOT PERMITTED at Level 1 Events.**

**Food CAN NOT be SOLD at Level 1 Events.**

You may either bring food in for your private event i.e. for a pot-luck type of meal, or you may prepare food in the Exhibit Hall Kitchen. There can be no fees charged for the food served during a Level 1 Event.

**Event**

Please describe your Event in detail and include any advertising materials and an event site plan/map/layout. (Attach a separate piece of paper if necessary.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please check all additional items that your Event will require and indicate how many of each:

Bar   
  Bleacher Riser   
  Chairs   
  Curtains  
 PA System   
 Podium   
 Stage   
 Tables

Traffic and parking control may be deemed necessary at the sole discretion of Gila County Facilities. Traffic and parking control may require that fees be paid for said services. The Facility Renter is responsible for payment of all fees. This form is for application purposes only and does not guarantee the availability of either venue or dates requested.



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

(\$50.00 of cleaning fee is non-refundable)

**DEPOSITS**

Cleaning Fee - \$150.00		
Key Deposit - \$25.00		

<b>BUILDING</b>	
Exhibit Hall: The building is 30' x 120' (7200sq 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	

Commercial Building: Capacity is 320 people.

First Day of Event - \$350.00		
Each Additional Day of Event - \$250.00	Days	

**OUTDOOR FACILITIES**

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

<input type="checkbox"/> ATV Ground	\$75.00 per day, \$300.00 per week (5 days)	Days	
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<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 x120)	\$150.00 per day	Days	
<input type="checkbox"/> Livestock Shed B (80 x120)	\$150.00 per day	Days	
<input type="checkbox"/> Livestock Shed C (30 x120)	\$150.00 per day	Days	
<input type="checkbox"/> Horse Stall(s) (per Stall)	\$10.00 per day	Days	
<input type="checkbox"/> Car Track and/or Motor Cross	\$150.00 per day	Days	
<input type="checkbox"/> Other Areas at Fairgrounds	\$150.00 per day	Days	

**TOTAL FEE(S) DUE:** \$

By signing and submitting the Event Application, the applicant vows that the information therein is complete and accurate. If determined that any information on the application is false or incomplete, such falsifications or incomplete information may result in refusal of the application for or cancellation of said event.

By signing below I attest to being aware that the associated documents (fees, rules, and policies) are available online at [www.gilacountyaz.gov](http://www.gilacountyaz.gov) and in hard copy, if requested by calling Gila County Facilities Management at 928-402-4368. I understand it is my responsibility to read, ensure I understand, and uphold the Gila County Fairgrounds Facility Rental Policy and the Special Events – Facility Rules, Policies and Procedures.

Print Applicant Name: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**(DO NOT WRITE BELOW THIS LINE)**

County Review:					
Conflict with dates:		Rental Fees:		Security:	
		Approved:		Disapproved:	
Signature:					
	County Personnel Signature				Date
Signature:					
	Chairman Gila County Board of Supervisors				Date