745 N. Rose Mofford Way
Globe, Arizona 85501
Phone: (928) 402-4368 / Fax: (928) 425-8104
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-Proft_____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).

**DEPOSITS**

($50.00 of cleaning fee is non-refundable)

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

| | **BUILDING** |
|---|---|
| | 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 - $200.00 | | |
| | Each Additional Day of Event – $100.00 | 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.

| | | | | |
|---|---|---|---|---|
| | ATV Ground | $75.00 per day, $300.00 per week (5 days) | Days | |
| | 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 | |
| | Grandstand Area | First Day of Event – $500.00 | | |
| | | $150.00 each additional day | Days | |
| | Livestock Shed A (60 x120) | $150.00 per day | Days | |
| | Livestock Shed B (80 x120) | $150.00 per day | Days | |
| | Livestock Shed C (30 x120) | $150.00 per day | Days | |
| | Horse Stall(s) (per Stall) | $10.00 per day | Days | |
| | Car Track and/or Motor Cross | $150.00 per day | Days | |
| | 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 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:* | | *Insurance:* | |
| | | **Approved:** | | | | **Disapproved:** | |
| **Signature:** | | | | | | | |
| | | | | | County Personnel Signature | **Date** | |
| **Signature:** | | | | | | | |
| | | | | | **Chairman**<br>**Gila County Board of Supervisors** | **Date** | |