



GILA COUNTY FAIRGROUNDS USE APPLICATION

Special Events: Facility Rental

Level 3: Event Application

Event Level 3 – An event for which the majority of these conditions are anticipated.

- Event may occur over a single or multiple day period.
- Event may bring in 850 or more people
- Event may be Open to the Public (Security Required)
- Admission or entry fees will be charged.
- Food may be sold.
- Alcohol may be sold / distributed.(Security Required)
- Merchandise will be sold.
- Extensive use of Gila County staff and equipment.
- The entertainment is considered to be a high risk event. This includes Fairs, Rodeos, Equestrian Events, Monster Truck Shows, Thrill Shows, Circus or Carnival, and other types of live entertainment or high risk events.

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? _____



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):

Will there be alcohol sold or distributed (served) to the public? Yes or No

For PUBLIC Events: A copy of the Special Event Liquor License from the State of Arizona and of the Event Security contract with Gila County Sheriff’s Office and Proof of Alcohol Liability Insurance must be received at least **2 weeks** prior to event. All liquor laws must be followed.

For PRIVATE Events: A liquor License is not required. (“Private” means not open to the public and not selling a alcohol – if selling alcohol a license is required. A copy of the Event Security contract with Gila County Sheriff’s Office and Proof of Alcohol Liability Insurance must be received at least **2 weeks** prior to event.

Will there be any Food sold? Yes or No

If yes, you must contact the Gila County Health Department to obtain any permits or provide verification of food handlers cards and to submit a menu if required. The Health Department can be reached at 928-402-8811.

If you are collecting admission or registration/entry fees, please list all fees including discounts:

Adult: \$ _____ Child: \$ _____
Entry: \$ _____ Other: \$ _____

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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APPLICATION FOR SECURITY AT THE GILA COUNTY FAIRGROUNDS FACILITY

Name of Individual or Organization:		
Address of Individual or Organization:		
Function to be Held:		
Contact Person for Event:		
Telephone Number:	()	
Date(s) Requested:		
Time of Event:	Start:	End:
Estimate How Many People Will Attend Event:		Public Event : Yes <input type="checkbox"/> or No <input type="checkbox"/>
Will Alcohol Be on the Premises:	Yes <input type="checkbox"/> or No <input type="checkbox"/>	
Where Will the Event Be Held:	Commercial Bldg. <input type="checkbox"/> Grandstands <input type="checkbox"/> Exhibit Hall <input type="checkbox"/> Rodeo Arena <input type="checkbox"/> Other Area: _____	
How Many AZ Post Certified Officers Needed:		
How Many Sheriff's Office Reserves Needed:		

I verify that the information I have provided is accurate and complete. I understand that is my responsibility to notify Gila County Facilities Management at (928-405-6438) and the Sheriff's Office at (928-402-1881) of any cancellations or changes in this application.

 Applicant Signature

 Date

(DO NOT WRITE BELOW THIS LINE)

Security Will Be Provide for the Above Event and Date: Yes <input type="checkbox"/> or No <input type="checkbox"/>
Names of Officers Who Will Provide Security:
Name of Reserves Who Will Provide Security:

I verify that the above Officers and Reserves have been scheduled to be present as security for the event and event date listed above.

 Sheriff's Office Representative

 Date