

10th District Agricultural Association/Siskiyou Golden Fairgrounds

EVENT INFORMATION SHEET

A deposit of \$100.00 is required to place an event on the calendar and start the contract process. This amount is not refundable if the event is canceled. If the event is held it will be utilized as a cleaning/damage deposit and refunded after the event as long as the rented areas are returned in the condition received and all contract specifications have been met.

General Information:

Event Title: _____
Date of Event: _____
Time of Event: _____
Setup/Teardown Days: _____
Contact for Event: _____
Contact Phone Number: _____
Contact Email: _____
Signer on Contract: _____
Mailing Address: _____

Is this a public or private event? YES or NO

Facility Desired to Rent:

Building/Area	# of Days	Cost Per Day

All parking lots are included in most rentals at no additional charge.
Be sure to use the current rate schedule.

Equipment:

of Tables: _____ # of Chairs: _____
Podium/Lectern: _____ Stage(s): _____
Pipe & Drape (additional charge depending on event size): _____
Special Requests: _____

Put Event on Website: _____ Put Event on Front Sign: _____

There is an additional charge of \$40 per week to advertise on the front sign.
There may be additional charges - staff time, garbage service, etc. depending on the event.

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Services:

Insurance:

Private or CFSA

Insurance certificate must list the name exactly as the contract name and include all the requirements that are attached to the contract. If insurance is purchased through CFSA the rate will depend on the type of event and number of attendees, see current special events rate sheet.

Vendors:

YES or NO

If outside vendors are connected to electricity there will be an additional charge of \$50.00 per vendor. Vendors also need to comply with any regulations set by California Tax and Fee Administration pertaining to selling items. (1-800-400-7115 or www.cdtfa.ca.gov)

Food Concessions:

YES or NO

If food or drink (of any kind) is being sold at this event, the renter must contact the Siskiyou County Environmental Health Department prior to the event. (530-841-2100 or www.co.siskiyou.ca.us)

Alcohol:

YES or NO

If alcohol is being sold a copy of the ABC permit and liquor liability insurance MUST be on file prior to the event in the name of the seller. (530-224-4830 or redding@abc.ca.gov)

Who is Selling Alcohol: _____

Camping:

YES or NO

Camping fees are \$30.00 per unit per night if using electricity. If dry camp then the fee is \$15.00 per unit per night. This fee is to be paid within 3 business days after the event by the renter. If there are more than 10 units the RV Park and Restroom may be utilized at a negotiated rate (depending on total units and days of use).

Stalls:

YES or NO

Stall fees in the Equestrian Area are \$25.00 per stall per night.

Additional Information:

Name & Signature

Date