

RUSK COUNTY FAIRGROUNDS USAGE AGREEMENT/REQUEST FORM
PLEASE PRINT LEGIBLY AND COMPLETE EACH FIELD

Name of Event: _____	
Organization Name: _____	Date of Application: _____
Contact Person: _____	Phone Number: _____
Address: _____	Cell: _____

Email: _____	
<p align="center">Contact person is responsible for the overall event including security, safety, parking, cleanup, and coordinating event with Booking Coordinator and Fairgrounds staff.</p>	

Event Date Start: Date: _____ Time: _____	Event Date End: Date: _____ Time: _____
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Note: if you leave by Noon on the last day, you will not be charged a daily rate.

Camping Requested – Contact person is responsible for keeping track of all usage and placement and must submit usage to Coordinator at end of event to be taken out of security deposit.

Buildings Required: (Check all that apply)

<input type="checkbox"/> Grandstands (08)	<input type="checkbox"/> 4-H Building (Tin) (10)	<input type="checkbox"/> Educ. Bldg (Log) (12)
<input type="checkbox"/> Dairy Barn (26)	<input type="checkbox"/> Multi-Purpose Bldg (20)	<input type="checkbox"/> Sheep & Goat (30)
<input type="checkbox"/> Small Animal (29)	<input type="checkbox"/> Horse Arena & Bldg (33)	<input type="checkbox"/> Horse Barn 1 - Porky's (24)
<input type="checkbox"/> Horse Barn 2 - Open-Air (23)	<input type="checkbox"/> Horse Barn 3 – Racing (22)	<input type="checkbox"/> Other _____
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	

Please list any special needs you may have during your event. An Equipment Usage Form must be filled out for usage of any items other than the buildings including bleachers, picnic tables, panels, garbage cans, etc.

Usage is subject to availability.

Contact Charmaine Riddle, Booking Coordinator at 715-532-2151 or email charmaine@ruskcountywi.us for more information.

Person Responsible for Clean Up: <input type="checkbox"/> Check if same as Contact Person	Phone No: _____ Email: _____
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*Clean up must be done immediately after the event or the next day. You must leave the grounds and facilities in a satisfactory condition and return all equipment used to its original location or you may be assessed a fee and/or denied future use of the fairgrounds. All garbage must be disposed of properly in the roll-off container/dumpster provided by the county. Any garbage not taken care of properly can result in a forfeiture of the security deposit. Users shall pay any damage to the buildings and contents. **Multi-Purpose Building floor must be pressure washed, if needed, after event.** Bedding material and manure needs to be picked up and removed from the buildings and grounds and placed in the manure pits. Ruts and other damage to grounds must be repaired. Report any damage or unsafe conditions to Brett Ewer at 715-415-1073.*

ELECTRICAL POWER - Electrical power is available in certain areas of the fairgrounds. Vendors requiring electrical power should evaluate their needs prior to arriving at the fairgrounds. Vendors needing 220-volt power are required to provide their own “pigtail” and cable compatible with fairgrounds outlets. Special needs, such as 220-volt power or higher amperage, may require an electrician’s assistance and may cost extra. Vendors may provide their own electric generators providing they meet maintenance staff approval. Vendors are NOT allowed to access electrical panels or “hardwire” into electrical panels.

WATER – Potable water is available in certain areas of the fairgrounds. Vendors are reminded they are required to provide a suitable hose of appropriate length. State law requires all hose bibs have an anti-siphon valve preventing water supply contamination. Anti-siphon valves will be provided and are NOT to be tampered with or removed.

Water is shut off beginning October 1st through April 15th weather permitting, unless arranged otherwise.

<p>Signature of Requesting Person: _____</p> <p><i>By signing this form, the requesting person indicates the organization has read and agrees to comply with the rules of the Rusk County Fairgrounds. Approval of this agreement does NOT confirm usage of the fairgrounds until all fees, security deposit, tax exemption and insurance has been submitted.</i></p>
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OFFICE USE ONLY

<p>Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No (Indicate Reason)</p> <p>Approved by: _____ Date: _____</p> <p>Post Use Condition: <input type="checkbox"/> Acceptable <input type="checkbox"/> Unacceptable Inspected by _____ Date _____</p> <p>Comments:</p>

Copies to: Fairgrounds
 Requesting Person

Return Form to:

Charmaine Riddle, Booking Coordinator
Rusk County Fairgrounds
311 Miner Avenue E, Suite S140
Ladysmith, WI 54848-1895