

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>	

Set Up Date:	Time: From _____ <input type="checkbox"/> am <input type="checkbox"/> pm	Event Date:	Time: From: _____ <input type="checkbox"/> am <input type="checkbox"/> pm
	To: _____ <input type="checkbox"/> am <input type="checkbox"/> pm		To: _____ <input type="checkbox"/> am <input type="checkbox"/> pm

*Note Set Up is not allowed more than 48 hours prior to event without prior written permission.
Fees will be charged half-price on set-up dates.*

<input type="checkbox"/> Camping Requested – Submit Fairgrounds Camping Registration form to Fairgrounds Coordinator

<p>Buildings Required: (Check all that apply)</p> <table style="width:100%;"> <tr> <td><input type="checkbox"/> Grandstands (08)</td> <td><input type="checkbox"/> 4-H Building (Tin) (10)</td> <td><input type="checkbox"/> Educ. Bldg (Log) (12)</td> </tr> <tr> <td><input type="checkbox"/> Dairy Barn (26)</td> <td><input type="checkbox"/> Multi-Purpose Bldg (20)</td> <td><input type="checkbox"/> Sheep & Goat (30)</td> </tr> <tr> <td><input type="checkbox"/> Small Animal (29)</td> <td><input type="checkbox"/> Horse Arena & Bldg (33)</td> <td><input type="checkbox"/> Horse Barn 1 - Porky's (24)</td> </tr> <tr> <td><input type="checkbox"/> Horse Barn 2 - Open-Air (23)</td> <td><input type="checkbox"/> Horse Barn 3 – Racing (22)</td> <td><input type="checkbox"/> Chuck Wagon (09)</td> </tr> <tr> <td><input type="checkbox"/> Watering Hole (07)</td> <td><input type="checkbox"/> Other _____</td> <td><input type="checkbox"/> Other _____</td> </tr> </table> <p align="center">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.</p>	<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"/> Chuck Wagon (09)	<input type="checkbox"/> Watering Hole (07)	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____
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<input type="checkbox"/> Watering Hole (07)	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____													

Person Responsible for Clean Up: <input type="checkbox"/> Check if same as Contact Person	Phone No: _____
	Email: _____

Clean up must be done immediately after the event or the next day. Trash, paper, etc., is to be picked up and placed in trash containers. Multi-Purpose Building floor must be pressure washed, if needed, after event. Straw and hay or other bedding material is to be picked up and removed from the buildings and grounds. Ruts and other damage to grounds must be repaired. All items are to be returned to where you found them. Report any damage or unsafe conditions to Gary Shilts at 715-415-5529. You must leave the grounds and facilities in a satisfactory condition and return all equipment used or you may be assessed a fee and/or denied future use of the fairgrounds.

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.

Signature of Requesting Person: _____

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.

OFFICE USE ONLY

Approved: Yes No (Indicate Reason)

Approved by: _____ **Date:** _____

Post Use Condition: Acceptable Unacceptable Inspected by _____ Date _____

Comments:

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