



SKAMANIA COUNTY GENERAL SERVICES  
**FAIRGROUNDS USE APPLICATION**

**GROUP/USER INFORMATION**

BUSINESS NAME:		UBI #:	TAX ID #:
CONTACT PERSON:		PHONE:	
MAILING ADDRESS:			
CITY:	STATE:	ZIP CODE:	
ALT. CONTACT:		PHONE:	
WEBSITE ADDRESS:		EMAIL ADDRESS:	

**EVENT INFORMATION**

TYPE OF EVENT:  Meeting/Convention     Sporting Event (describe) \_\_\_\_\_  
 Trade Show     Consumer Show     Banquet     Other (describe) \_\_\_\_\_  
 Fundraiser (Agency Status: FOR PROFIT / NON PROFIT)

NAME OF EVENT: \_\_\_\_\_  Public     Private

EST. ATTENDANCE: \_\_\_\_\_ WILL YOU SERVE/PERMIT ALCOHOL?  YES     NO

DO YOU CHARGE ADMISSION TO PARTICIPANTS?  YES     NO

EVENT DATES: (Please list **actual dates** here, **do not include setup/cleanup**) \_\_\_\_\_ TO \_\_\_\_\_

**FACILITIES REQUESTED**

<input type="checkbox"/> EXHIBIT HALL (Inc. Kitchen & Main Hall)	<input type="checkbox"/> STOCK BARN (EAST / WEST / ALL)	<input type="checkbox"/> COVERED PAVILLION
<input type="checkbox"/> HORSE BARN (EAST / WEST / ALL)	<input type="checkbox"/> MIDWAY AREA	<input type="checkbox"/> BALL FIELD AREA
<input type="checkbox"/> GRANDSTANDS/HORSE ARENA	<input type="checkbox"/> PICNIC SHELTER	<input type="checkbox"/> WEST PARKING LOT
<input type="checkbox"/> OTHER (Please list) _____		

<p><b><u>ELECTRICAL NEEDS</u></b>          Additional electrical needed for camping?  <input type="checkbox"/> YES    <input type="checkbox"/> NO</p>	<p>REQUESTED CHECK IN DATE: _____ TIME: _____          CHECK OUT DATE: _____ TIME: _____</p> <p style="text-align: center; color: red;"><b>THESE DATES ARE SPECIFIC TO YOUR SET UP / CLEAN UP DAYS!!</b></p>
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**LIABILITY INSURANCE**

**LIABILITY INSURANCE** All private party facility renters shall be required to provide a proof of liability insurance certificate for at least the minimum limit amounts set forth below when expecting over 125 person at their event. It is also required for a specified list of other activities listed in the Skamania County Special Events Liability Policies and Procedures. All Commercial Users will be required to provide proof of liability insurance as well. Minimum limits of liability are as follows: **\$250,000 Each Occurrence / \$1 Million General Aggregate**. Additionally, facility renters that will be selling or distributing alcohol in any quantity on Skamania County property shall be required to provide general liability **insurance as described above and liquor liability at a minimum of \$1 million per occurrence** as specified in Skamania County's policy and procedures. Proof of insurance must be provided to county a minimum of ten (10) days prior to occupying the facility **AND** must list **"Skamania County, its elected and appointed officials, employees, agents and volunteers as additional insured."**

<input type="checkbox"/> YES- I have my own insurance and will be in compliance With Skamania County policy.	<input type="checkbox"/> I would like to PURCHASE INSURANCE through The <b><i>Special Events Insurance Program</i></b> .
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**PERMITS**

WILL YOU HAVE FOOD VENDORS AND/OR A CATERER SERVICING YOUR EVENT?  YES  NO

\* FOOD VENDORS AND/OR CATERERS ARE REQUIRED TO OBTAIN A FOOD SERVICE PERMIT FROM SKAMANIA COUNTY COMMUNITY DEVELOPMENT. FOR COMPLETE DETAILS AND APPLICATION DEADLINES, PLEASE CALL 509.427.3900 OR VISIT THEM ON THE WEB AT [WWW.SKAMANIACOUNTY.ORG/COMMUNITY-DEVELOPMENT](http://WWW.SKAMANIACOUNTY.ORG/COMMUNITY-DEVELOPMENT)

***USER/PROMOTORS ARE ADVISED TO CHECK WITH FEDERAL, STATE AND LOCAL AGENCIES FOR OTHER PERMITS AND REPORTING REQUIRMENTS THAT MAY BE REQUIRED FOR THEIR EVENT.  
(EXAMPLE: ELECTRICAL PERMITS, LIQUOR LICENSES, ETC.)***

**EVENT EQUIPMENT & LABOR NEEDS**

PLEASE MARK ALL EVENT EQUIPMENT YOU DESIRE TO RENT/USE:

CANOPY (30X30)  CANOPY (20X20)  GREEN BENCHES  DISPLAY TABLES  CHAIRS

SECURITY FENCING (# OF PANELS \_\_\_\_\_ X 6' WIDTH)  STAGE (SMALL – INDOOR)

STAGE (LARGE – OUTDOOR)  Other (Please describe) \_\_\_\_\_

RESTROOM MAINTENANCE (CUSTODIAL)  TRASH MAINTENANCE (REMOVAL FROM EVENT SITE)

EVENT EQUIPMENT THAT YOU REQUEST FOR USE WILL BE MOVED TO A CENTRAL LOCATION NEAR THE FACILITY YOU ARE USING. PROMOTOR IS RESPONSIBLE FOR INSURING IT IS RETURNED TO THIS CENTRAL LOCATION FOR RE-STORAGE. IF YOU WISH YOU RECEIVE A QUOTE FOR LABOR TO ASSIST WITH SET UP/TEAR DOWN OF EVENT EQUIPMENT, PLEASE CHECK HERE:

**YES, PLEASE PROVIDE ME A QUOTE FOR THE FOLLOWING SERVICES**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE NOTE: LABOR QUOTES ARE ESTIMATED BASED ON EVENT HISTORY AND ESTIMATED ATTENDANCE. SKAMANIA COUNTY GENERAL SERVICES RESERVES THE RIGHT TO ADJUST THE ESTIMATE, AND ACTUAL FEES CHARGED AS NECESSARY TO PROVIDE THE SERVICES AND EQUIPMENT REQUESTED. PROMOTOR/FACILITY USER BEARS THE RESPONSIBILTY OF EVENT SET UP AND CLEAN UP UNLESS OTHERWISE AGREED UPON WITHIN THIS AGREEMENT. REQUESTS FOR EQUIPMENT AND LABOR MUST BE CONFIRMED NO LATER THAN THIRTY (30) DAYS PRIOR TO THE BEGINNING OF THE EVENT. PLEASE CONTACT GENERAL SERVICES FOR FUTHER DETAIL.

**USERS/PROMOTORS MUST PROVIDE THEIR OWN EXTENSION CORDS AND SAFETY MATS.**

A COMPLETE LIST OF EVENT EQUIPMENT AVAILABLE FOR RENT/USE AT THE SKAMANIA COUNTY FAIRGROUNDS IS AVAILABLE BY CONTRACTING SKAMANIA COUNTY GENERAL SERVICES

**FACILITY FEES (To be completed by General Services)**

FACILITY	DAY/DATE OF USE	NOTES	FEE FOR USE
LESS APPLIABLE DISCOUNTS PER SKAMANIA COUNTY POLICY			
SALES TAX			
TOTAL FACILITY FEES			

**EQUIPMENT & LABOR CHARGES**

ITEM	DAY/DATE OF USE	NOTES	TOTAL FEE
SALES TAX			
TOTAL EQUIPMENT & LABOR CHARGES			



SKAMANIA COUNTY GENERAL SERVICES

**FAIRGROUNDS USE CONTRACT & HOLD HARMLESS**

**EVENT INFORMATION**

BUSINESS NAME: \_\_\_\_\_ EVENT: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

**THIS AGREEMENT** made and entered into between **Skamania County and the business/lessee listed above**, and hereinafter referred to as the **LESSEE**: in consideration of the terms and other considerations set forth in print; **Skamania County** leases to the **LESSEE** during the period of \_\_\_\_\_ the listed outdoor space for which to conduct and operate such event as approved by the Skamania County General Services Director unless amended or altered by and between both parties here named:

**SKAMANIA COUNTY SHALL:**

1. Permit the lessee to occupy the designated space beginning on \_\_\_\_\_ for the purpose of holding the event commonly known as: \_\_\_\_\_
2. Permit the lessee to display, demonstrate, operate and/or sell product (s) within confines of space as started in this contract.
3. Allow vehicular delivery of goods, supplies and equipment to leased space for the purposes of conducting said event.
4. Provide reasonable access to potable water for use at leased space. Provide reasonable access to electricity for use at leased space.
5. Use reasonable safeguards against fire, theft and accidents, but **DOES NOT ASSUME LIABILITY FOR DAMAGE** to goods or property of Lessee from fire, theft or storm or assume any liability for accidents to persons or property caused under or by virtue of the operation of the Lessee under this contract.
6. Keep the Lessee informed of any change in policies or additional information which may or may not affect his event or status over the duration of the event.

**THE LESSEE SHALL:**

1. Pay an initial \$\_\_\_\_\_ deposit and pay the balance of rental fee as described in the terms of this contract.
2. Agree to occupy the space no sooner than \_\_\_\_\_, and exit that space no later than \_\_\_\_\_ AFTER insuring all rented facilities and equipment in clean and secure.
3. Not sublet any privilege or space without prior approval of the General Services Director.
4. If Lessee fails to notify Skamania County of any cancellation **IN WRITING, A MINIMUM OF THIRTY (30) DAYS PRIOR TO THE BEGINNING OF THE EVENT**, it will result in a forfeit of all monies paid.
5. Abide by all rules and regulations for use of the Skamania County Fairgrounds and other facilities authorized for use, not otherwise included herein.
8. Obtain and display any and all food service, health, gambling and liquor permits that may be necessary and /or required by state or local laws.

**CONCESSIONAIR CONTRACT & HOLD HARMLESS CONTINUED ON THE BACK OF THIS DOCUMENT**

Skamania County agrees to **provide space for the duration of the event.**

**Conditions:** User acknowledges that user has examined the facilities and is satisfied with the conditions there of.

**Responsibility for Conduct:** User shall maintain order throughout the use period and shall not engage in or allow others to engage in any event, or conduct on the Fairgrounds which may cause harm, injury or damage to persons or property.

**Licensees or Permits:** User shall secure from public agencies having jurisdiction any license or permit required as to any activity or purpose for which the Fairground premises are to be used and shall pay any cost for such permit or license.

**Return of the Premises:** Upon expiration of use period User shall return the Fairgrounds and premises to Owner in the same condition of use period.

**Damages:** If use of Fairgrounds by User results in damages to the grounds or any of its contents furnished by the owner, the User shall be liable to the Owner for the amount of such damages.

**Hold Harmless Indemnification:** Contractor agrees to indemnify and hold harmless the **COUNTY** and its respective employees, agents, licensees and representatives, from and against any and all suites, claims, actions, losses, costs, penalties, damages, attorney's fees and all other costs of defense of whatever kind of nature arising out of injuries of or death of any and all persons (including Sub-contractors, agents, licensees or representatives. and any of their employees) or damage of or destruction of any property, **LESSEE'S** property, or any Sub-contractor's property) in any manner caused by, resulting from, incident to, connected with or arising out of **LESSEE'S** performance of its work, unless such injury, death or damage is caused by the sole negligence of the **COUNTY**.

In any situation where the damage, loss or injury is caused by the concurrent negligence of the **LESSEE'S** , its agents and employee and the **COUNTY** or its agents or employees, then the **LESSEE** expressly and specifically agrees to hold the **COUNTY** harmless to the extent of the **LESSEE** or its agents and employee concurrent negligence.

The **LESSEE** specifically waives its immunity, as against Skamania County, under Title 51 RCW (Industrial insurance statute), and acknowledges that this waiver of immunity was mutually and expressly negotiated by the parties, and expressly agrees that this promise to indemnify and hold harmless applies to all claim filed by and/or injuries to the **LESSEE'S** own employees against the county. This provision is not intended to benefit any third parties.

If a Subcontractor is used, then the **LESSEE** shall ensure that all Subcontractors also provide that the contractor or Subcontractor will waive it immunity under the Title 51 RCW. Owner: Skamania County

FACILITIES TO BE USED:			
CHECK IN DATE:		CHECK OUT DATE:	
FEE'S DUE TO COUNTY  <b>DEPOSIT DUE BY:</b> <hr style="border: 0.5px solid red;"/>	FACILITY FEES \$	EQUIPMENT FEES \$	LABOR FEES \$
	SECURITY DEPOSIT \$	APPLIED DISCOUNTS \$	SALES TAX \$
<b>BALANCE OF CONTRACT FEES DUE BY:</b> <hr style="border: 0.5px solid red;"/>	GRAND TOTAL CONTRACT FEES: \$ _____		
<hr style="border: 0.5px solid black;"/> CONCESSIONAIRE//LESSEE SIGNATURE		<hr style="border: 0.5px solid black;"/> DATE	
<hr style="border: 0.5px solid black;"/> SKAMANIA CO REPRESENTATIVE		<hr style="border: 0.5px solid black;"/> DATE	