



Union Agricultural Society at Palmyra, NY
WAYNE COUNTY FAIRGROUNDS

Use of Facilities Application

DAY of the WEEK

S	M	T	W	T	F	S
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DATES REQUESTED:

From _____/_____/_____
 TO _____ a.m./p.m.

HOURS OF USE:

From _____ a.m./p.m.
 TO: _____ a.m./p.m.

NAME OF ORGANIZATION: _____

EVENT/PURPOSE: _____

ESTIMATED # OF PARTICIPANTS: _____ ESTIMATED AUDIENCE SIZE: _____

Name /Phone# of responsible person who will be present at all times: _____

Accessories Needed:

Tables: _____

Chairs: _____

Equipment: _____

Other: _____

BUILDING REQUESTED:

Commercial I	<input type="checkbox"/>	_____
Commercial II	<input type="checkbox"/>	_____
Floral Hall	<input type="checkbox"/>	_____
4 -H	<input type="checkbox"/>	_____
Hulett Livestock	<input type="checkbox"/>	_____
Horse Barn	<input type="checkbox"/>	_____
Row Stalls	<input type="checkbox"/>	_____
Other:	<input type="checkbox"/>	_____

Is an admission fee charged? Yes___ No___ (If yes, specify the educational, civic or charitable function it will support):

Is booth space being rented to Vendors? _____ Is Vendor Registration Fee being charged: _____

I, the undersigned, as the authorized representative of the organization making this request, understand all of the **WAYNE COUNTY FAIR'S** policies, regulations and requirements governing the use of the **WAYNE COUNTY FAIRGROUNDS** and agree that we will abide by them (see attached). This organization agrees to hold harmless the Union Agricultural Society at Palmyra, NY, a.k.a **WAYNE COUNTY FAIR**, against any claims for both property damage and bodily injury arising from this event.

PERSON IN CHARGE: _____ Address: _____
(Street / Road) (City/Town) (Zip Code)

PHONE #: (H) _____ (Work) _____ (Cell) _____

E-MAIL ADDRESS: _____

SIGNATURE: _____ DATE: _____

► **WAYNE COUNTY FAIR ACTIVITIES TAKE PRECEDENCE OVER ALL OTHER USES** ◀

OFFICIAL USE

Has Certificate of Insurance naming **WAYNE COUNTY FAIR** as additional insured with the liability limit @\$1,000,000 been received & approved? YES___ NO___

APPROVED: _____ DATE: _____

Distribution [Circle appropriate person(s)]: Applicant Building Custodian Director of Facilities Ground's Crew

Other: _____

PUBLIC USE OF WAYNE COUNTY FAIRGROUNDS FACILITIES

The following application procedures are in effect for any organization wishing to use
WAYNE COUNTY FAIRGROUNDS facilities:

THE ORGANIZATION SHALL:

- (1) make application, in writing, for a permit for the facility desired on a form provided by the **WAYNE COUNTY FAIRGROUNDS**, at least three (3) weeks in advance of the proposed use
- (2) specify the use to be made of **WAYNE COUNTY FAIRGROUNDS** facilities by the organization
- (3) submit a Certificate Of Insurance naming the **WAYNE COUNTY FAIRGROUNDS** as additional insured with the liability limit set at or above \$1,000,000 per incident [we need the paper copy at least one (1) week before the event]; if Certificate Of Insurance is **NOT** on file, permission to use facility will be denied.
- (4) indicate admission charges, registration fees and concessions and the use(s) to be made of these funds

CONDITIONS OF USE:

Any organization using **WAYNE COUNTY FAIRGROUNDS** facilities must agree to comply with all of the following conditions. Persons or organizations that use **WAYNE COUNTY FAIRGROUNDS** buildings and facilities must:

- (1) not aid or perpetuate discrimination on the basis of race, creed, color, country of national origin, religion, gender, marital status or disability
- (2) observe all **WAYNE COUNTY FAIRGROUNDS** policies and all applicable laws and local ordinances of the State of New York, local fire protection and law enforcement agencies
 - a) motor vehicles are restricted to parking lots; no parking is allowed in fire lanes or on grassy areas
 - b) use of tobacco products and the sale, possession or use of illegal drugs, alcohol and weapons is prohibited in **WAYNE COUNTY FAIRGROUNDS** buildings and on grounds
 - c) use of glass bottles / containers is prohibited [i.e.: no glass soda bottles, water bottles, etc]
- (3) assume full responsibility for conduct of all participants and spectators
 - a) designate a responsible adult representative who is present during use & who shall report all accidents to the **WAYNE COUNTY FAIR GROUND'S CO-ORDINATOR**
 - b) assure that occupancy limits are observed
 - c) make exiting procedures known to all participants
 - d) be responsible for moving its equipment into and out of the building(s); building(s) and property used by applicant will be closely inspected after use and the applicant will, if necessary, make good any damage or loss occurring as a result of use of said property
- (4) assume liability for any damage to **WAYNE COUNTY FAIRGROUNDS** property from any activities they sponsor:
 - a) equipment or supplies belonging to the community organization shall be removed promptly following use and must be fire-resistant and flameproof
- (5) arrange in advance for special facilities of the **WAYNE COUNTY FAIRGROUNDS**; ***FAIRGROUND PERSONEL MUST HAVE ACCESS TO ALL BUILDINGS AT ALL TIMES***

FEES FOR USE OF WAYNE COUNTY FAIRGROUNDS FACILITIES:

Charges may be assessed to a person or organization if the **WAYNE COUNTY FAIRGROUNDS** is required to provide additional services. A **WAYNE COUNTY FAIRGROUNDS** representative shall be on duty whenever facilities are in use. All payment fees for **WAYNE COUNTY FAIRGROUNDS** use is made to: **WAYNE COUNTY FAIR.**