



Union Agricultural Society at Palmyra, NY
WAYNE COUNTY FAIRGROUNDS
Use of Facilities Application

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[**e-mail address: waynecountyfair@rochester.rr.com]

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 _____
- Commercial II _____
- Floral Hall _____
- 4 -H _____
- Hulett Livestock _____
- Horse Barn _____
- Row Stalls _____
- Other: _____

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. *I also understand that it is the responsibility of our organization to inform the Village of Palmyra of this event and to acquire any and all permits necessary from them for this event.*

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

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

E-MAIL ADDRESS: _____

SIGNATURE: _____ DATE: _____

OFFICIAL USE ONLY

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: _____

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
- (5) *inform the Village of Palmyra of this event and to acquire any and all permits necessary from them for this event.*

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.**