

Request for Use of Building or Grounds – Barbour County Fairgrounds

- **Barbour County Parks & Recreation Bd. 16348 Barbour Co. Hwy Philippi WV 26416 phone: 304-457-3254**
- **Security Deposit & Rental fee both need to be paid before this application will be considered**
- **Organizations need to submit a copy of Certificate of Insurance with application**

Name of Organization: _____

Contact Person: _____

Address of Contact Person: _____

Phone: (day) _____ (Evening/Cell): _____

Description of Activities: _____

Effective Jan 1, 2019 a refundable deposit (rates below) check is required for any facility/event. Your deposit can be picked up 1 month after your event providing everything is left in satisfactory condition.

Deposits are as follows: \$50 deposit for facilities priced at \$75 & under

\$75 deposit for facilities priced at \$100 \$100 Deposit for facilities priced at \$500 up

Facilities to be used: (please circle all that apply): Price is per day (neg = negotiable)

Shelter #1 (woods) \$35	Quonset Hut w/Kitchen \$75	Horse Stables (neg) \$100 min
Shelter #2 (roadside) \$35	Exhibit Building (new) \$60	Livestock Barns (neg)\$100 min
Pavilion #11(tennis cts) \$60	New Stage (neg)\$100 min.	Livestock Show Barn (neg) \$100 min
Pavilion #10 (ball qt) \$60	Food Court on Hill \$60	Show Arena (neg) \$100 min
Softball Field \$40	Entire Grounds (neg) \$750 min.	Covered Arena (neg) \$100 min.
Baseball Field \$40		Camper Hookup \$25 per day
Tennis Court \$40	Lights \$30/per hour min.	Camper w/out hookup \$10 per day
Entire Park (neg) \$500 min.		

Deposit _____ Rental _____ Total Due: _____ Total Paid: _____

Deposit will be forfeited if any of the policies are broken or if cancellation is not given 15 days prior to the event. **Make checks payable to: Barbour Co. Parks & Recreation**

Date (s) requested: From date: _____ to _____ (include set up & clean up time)

Arrival Time: _____ Departure Time: _____

I will not carry onto the grounds, consume, or sell any food or beverage with alcoholic content.

Rental of entire park area and/or fairgrounds will be negotiated with the Barbour County Parks & Recreation Board.

Fundraising activities are subject to Barbour County Parks & Recreation Board contract negotiation

Regular facility patrons may be eligible for an annual fee

Sponsor of sponsored events are directly responsible for insurance & policing of the grounds, facilities and equipment

Organization or contact person is responsible for returning everything (tables, chairs, etc) to original location or storage area where taken from.

Trash is to be put in the plastic bags, removed from the trash cans and deposited in the trash dumpster by the concession stand/bathroom area in the Park!

Special instructions or agreements not covered in the aforementioned: _____

The undersigned representative of the organization listed above has read the attached list of understandings and agreements and assure the Barbour County Parks & Recreation Commission of the willingness of the application organization to abide by these directives.

Signature of applicant: _____ Date applied: _____

Approved _____ Rejected _____ Date: _____

Special instructions by P & R Board: