

Request for Use of Building or Grounds – Barbour County Fairgrounds

Barbour County Parks & Recreation Board | 26 N Main Philippi, WV 26416

Phone: 304-841-4053 | fairgrounds@barbourcountywv.org

- Security Deposit & Rental fee are required before this application will be considered
- Organizations must submit a copy of Certificate of Insurance with application
- Application approvals are on a FIRST COME, FIRST SERVE basis and are not considered approved until you receive an approval notification from the Park & Recreation Board
- Applications must be received at the Address Above by the first Tuesday of each month.

Name of Individual / Organization: _____

Contact Person: _____

Address of Contact Person: _____

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

Email: _____

Description of Activities: _____

Effective Jan 1, 2019 a refundable deposit (rates below) check is required for any facility/event. Your deposit will be returned to the address above within 1 month after your event if the facility is left in satisfactory condition.

Refundable Deposit Rates

\$50 for facilities priced at \$75 & below
\$75 for facilities priced at \$100
\$100 for facilities priced at \$500 and up

<i>Facilities Requested:</i>		
__ Shelter #1 (woods) \$35	__ Quonset Hut w/Kitchen \$75	__ Horse Stables (neg) \$100
__ Shelter #2 (roadside) \$35	__ Exhibit Building (new) \$60	__ Livestock Barns (neg) \$100
__ Pavilion #11(tennis cts) \$60	__ New Stage (neg)\$100	__ Livestock Show Barn (neg) \$100
__ Pavilion #10 (ball qt) \$60	__ Food Court on Hill \$60	__ Show Arena (neg) \$100
__ Softball Field \$40	__ Entire Grounds (neg) \$750	__ Covered Arena (neg) \$100
__ Baseball Field \$40		__ Camper Hookup \$25 per day
__ Tennis Court \$40	__ Lights \$30/per hour	__ Camper w/out hookup \$10 per day
__ Entire Park (neg) \$500		
<i>Price is per day (neg = negotiable)</i> <i>Park Area Reservations available May 1 - November 1</i>		

Deposit _____ Rental fee _____ 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 County Parks & Recreation**

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

Arrival Time: _____ Departure Time: _____

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Understandings and Agreements

1. I will not carry onto the grounds, consume, or sell any food or beverage with alcoholic content.
2. Rental of entire park area and/or fairgrounds will be negotiated with the Barbour County Parks & Recreation Board.
3. Fundraising activities are subject to Barbour County Parks & Recreation Board contract negotiation.
4. Regular facility patrons may be eligible for an annual fee.
5. Sponsor of sponsored events are directly responsible for insurance & policing of the grounds, facilities and equipment.
6. Organization or contact person is responsible for returning everything (tables, chairs, etc) to original location or storage area where taken from.
7. Trash is to be put in trash bags, removed from the trash cans and deposited in the trash dumpster by the concession stand/bathroom area in the Park or Quonset Hut.
8. Reservations will be accepted beginning January 1 for the current year.
9. Fairgrounds maintenance will complete a checklist following the event to determine if the deposit is refundable. If the facility is left in satisfactory condition, the deposit will be returned within one month of the event to the address listed.

SPECIAL INSTRUCTIONS OR AGREEMENTS NOT COVERED IN THE AFOREMENTIONED: _____

The undersigned representative of the individual / 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: _____
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Special instructions by P & R Board:
