

Big Horn County Fair Facility Use Application

315 Holdrege Avenue • P.O. Box 709

Basin, Wyoming 82410

Office (307)568-2968 • Fax (307)568-2938

Email: fair@bighorncountywy.gov • Website: www.bighornfair.com

Contact: _____

Check In Date: _____ Check Out Date: _____

Mailing Address: _____ City: _____ State: ____ Zip: _____

Phone No. _____ Email Address: _____

Signature: _____ Date: _____

Indicate the type of Event you are seeking rental space for below. Check all that apply.

This is a.... Public Event Private Event

- | | |
|--|---|
| <input type="checkbox"/> Auction/Sale | <input type="checkbox"/> Birthday Celebration |
| <input type="checkbox"/> Craft Fair/Home Show | <input type="checkbox"/> Fundraiser |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Youth Oriented Event |
| <input type="checkbox"/> Dinner/Banquet | <input type="checkbox"/> Carnival/Festival |
| <input type="checkbox"/> Family Reunion | <input type="checkbox"/> Horse Event (Indoor) |
| <input type="checkbox"/> Conference/Trade Show | <input type="checkbox"/> Horse Event (Outdoor) |
| <input type="checkbox"/> Seminar/Workshop | <input type="checkbox"/> Other Livestock Event |
| <input type="checkbox"/> Wedding/Reception | <input type="checkbox"/> Other (Please specify below) |
| <input type="checkbox"/> Baby/Bridal Shower | _____ |

*Qualifying 501(c)(3) are exempt from usage fees, but we still require all associated permits. They must still supply a deposit which will be returned after the event if facilities pass cleaning/damage inspection.

For Office Use Only:

- Dates reserved
- Usage Fees: Check # _____
- Deposit: Check # _____

Please indicate which facilities you would like for your event:

Facility	Rate	Deposit	✓
Livestock Barns	\$100	\$200	
Fairway (With Electric)	\$50	\$0	
Open/4-H/FFA Buildings	\$100	\$200	
Fair Hall	\$150	\$200	
Fair Hall w/Kitchen	\$200	\$300	
Multi-Purpose Building (Indoor Arena)	\$200	\$200	
Multi-Purpose Building w/Concessions	\$250	\$300	
Grandstand Arena	\$150	\$200	
Grandstand Arena w/Concessions	\$150	\$200	

Total:

Additional equipment requests. Check all that apply and the quantity that you'll need.

Equipment	Fee	Quantity	✓
Portable Audio	\$75/ea		
Podium	Free		
Projector	\$20		
Kitchenware	\$20		
Portable Swamp Coolers	\$40/ea		
Big Fans	\$10/ea		
Livestock Panels	\$5/ea		
Tables/Chairs	\$5/set		
Horse Stalls	\$10/ea		
Safety Cones	Free		

Total:

Please list any additional requests below:

Terms and conditions for facility rental:

1. The Big Horn County Fairgrounds reserves the right to refuse use of the buildings to any organization or person whom it feels is unjustified or unacceptable.
2. The Big Horn County Fairgrounds reserves the right to primary use of the buildings at all times and may cancel any event previously scheduled by another group or individual on short notice if necessary to meet its own commitments.
3. The Big Horn County Fairgrounds will NOT be responsible for any accidents which occur on the municipal property while the building is in use. Organizations or individuals automatically agree to and accept this condition when given permission to use the building.
4. Tobacco of any kind is prohibited in all the buildings on the fairgrounds. We appreciate your compliance.
5. Check/payment for deposit must be separate from the check for facility rental. Make checks payable to the big Horn County Fair. Deposit checks must be dated the date of the event and received the day the reservation is made. Facilities will not be reserved until the deposit is paid.
6. The facility deposit will be held until fair management determines the facilities are clean and damage free. If there are damage or cleanliness issues the renter will be notified prior to depositing the check.
7. Only Big Horn County employees are authorized to operate Big Horn County Equipment.
8. Cancellation policy-if reservation is canceled within 2 weeks of the event the rental fee will be returned along with the deposit. If the reservation is within 2 weeks of the event then the rental fee will be forfeited. If the rental fees have not been paid it will come out of the deposit.
9. Rental fees are due no later than 2 weeks prior to the event. Deposit checks are due at the time of reservation.
10. All keys/fobs must be returned by noon the following work day.
11. Animals are the sole responsibility of the owner.
12. Dogs are only allowed on the fairgrounds if they are on a leash, but dogs are not allowed in any of the buildings. Owner is responsible for cleaning up all messes.
13. Organizations or individuals further agree to accept responsibility for payment of any damage to the facilities from its use.
14. The buildings must be properly cleaned and secured before leaving which includes but is not limited to:
 - a. Close and lock ALL doors
 - b. Return all cleaning supplies to their proper storage areas
 - c. Wipe down tables and store chairs properly
 - d. Sweep/mop if necessary
15. All waivers/forms must be signed and turned in before using the facility
16. If alcohol is to be consumed a permit from the Town of Basin must be acquired. You can contact them at 1-307-568-3331.

Signature: _____ Date: _____