

LANGLADE COUNTY FAIRGROUNDS EVENT REQUEST FORM

Name of Event: _____

Date(s): _____ Estimated Attendance: _____

Event Description: _____

Event Sponsor: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Alcohol sold during the event: Yes No

Fee for Parking: Yes No

Camping during the event: Yes No

Facilities Requested:

Use of West Grounds Only

Livestock Pavilion (Cattle Barn)

Exhibition Building (Rabbit Barn)

Commercial Building (Blue Building)

Horse Barn and Arena

West side food stand kitchen

Public Address System

Multi-purpose Building

MPB Kitchen - using appliances for cooking

MPB Kitchen - using for SERVING food only
(\$100.00 Kitchen Use Deposit Required)

Clover Room Only

Restrooms

Race Track Area:

Grandstand (includes Grounds)

Ticket Booth (No Charge)

Registration Building (No Charge)

Public Address System (No Charge)

Announcer's Stand (No Charge)

It is the responsibility of Event Sponsors to schedule and conduct a walk-thru of the fairgrounds to make sure that the facilities can accommodate the requested activity (occupancy, seating capacity, electrical service, etc.) and to make sure that the requested equipment is set up as requested. Please use for attached forms for set up of events in the Multi-purpose Building and Livestock Pavilion.

Equipment Requested:

| Item | Amount Available | Amount Needed | Location |
|-----------------|----------------------|---------------|----------|
| Tables | 100 | | |
| | | | |
| Chairs | Lots of 50 up to 700 | | |
| | | | |
| Picnic Tables | 31 | | |
| | | | |
| Garbage Barrels | 85 | | |
| Road Barricades | 50 approx. | | |
| Indoor Stage | 1 Large | | |
| Indoor Stage | 1 Small | | |
| Counters | 11 | | |
| | | | |

Additional Requests:

| | | | |
|-------------------------------|--|--|--|
| Receptacles for Booths | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Heavy Duty Power for Booths | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Locate Underground PowerLines | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Additional Dumpsters | Additional charge of ____ per dumpster | | |
| Key Request | Please complete Key Request Form | | |
| Electronic Billboard | Please provide sample advertising | | |

Scissor lift rental (\$20/hr.) Yes No (Must be Operated by Maintenance Staff)

Tractor Rental (\$20/hr.) Yes No (Must be Operated by Maintenance Staff)

If 'yes' please note an additional fee of Maintenance Staff Time on Equipment at (\$25/Hr.)

Use of High Capacity Well \$ _____

Would you like a custodian to clean up the fairgrounds after the event? Yes No

If no, what time would someone from your group be available to go over the grounds and/or buildings the first work day after your 24 hour cleaning period has elapsed? _____

Please return form to:
Langlade County Maintenance Department
Attn: Pam Jankowski
1635 Neva Road, Antigo, WI 54409
E-mail - pjankowski@co.langlade.wi.us
Phone: 715-627-6307 Fax: 715-627-6550