

RESERVATION REQUEST FORM

Private Event -OR- Public Event

Schedule "A"
Benton County Fairgrounds
 110 SW 53rd Street, Corvallis, OR 97333
 Phone 766-6521/Fax 766-6865

Business/Organization Name _____

Contact Name _____ Daytime Telephone _____

Address _____

City _____ State _____ Zip _____

Contact Email _____ Alternative Telephone _____

Event Name/Type _____

Date of Event _____ Start Time _____ End Time _____

Date of Event _____ Start Time _____ End Time _____

Date of Event _____ Start Time _____ End Time _____

Cost of Admission

General Public Allowed:

Expected Attendance

\$____ Youth (and) \$____ Adults

____ Yes (or) ____ No

Total # _____

If Admission is charged, list method(s) of payment accepted:

Facilities Needed	Date In	Date Out	Time In	Time Out	# Tables	# Chairs

Describe Other Equipment or special set-up instructions (use reverse side if needed): _____

MARQUEE TEXT REQUESTED (approx. 30 characters per line - \$40/wk)

Camping Space Required: ____ Yes (or) ____ No **If yes**, estimated # ____ Tent spaces (only available Memorial Day

Weekend through Labor Day (and) # ____ RV spaces

Will there be any alcohol at the event? ____ Yes (or) ____ No

If alcohol is served, there is an additional **\$100 non-refundable Alcohol Authorization fee**. Additionally, rentals serving alcohol will be required to add \$50 to the posted refundable deposit rates.

Public/Private events serving alcohol (any hours) and/or offering amplified music after 9pm must pay an Event Security fee. **Security for events will be appointed by the Benton County Fairgrounds unless other arrangements have been negotiated and agreed upon by Fairgrounds Manager.** The Security Fee is determined by the type and size of an event. Please contact administrative staff about the Security fee.

NOTE: Deposit must be paid at time of reservation to secure date and time. Proof of liability insurance is required by the time of your event. **If this is a Public Event, please provide full details so Fairgrounds Staff can field questions.** If you would like the Fairgrounds to link your event to Corvallis Tourism's website free of charge please provide an official contact name _____ and phone number _____.

Individual/Business/Organization Rep. _____

Date _____

Fairgrounds Approval _____

Date _____

OFFICE USE ONLY:

____ Deposit

____ Liability Insurance

____ Security choice