

RESERVATION REQUEST FORM

Benton County Fairgrounds

110 SW 53rd Street, Corvallis, OR 97333
 Phone 766-6521/Fax 766-6865

Private Event -OR- Public Event

Business/Organization Name _____
 Contact Name _____ Daytime Telephone _____
 Address _____
 City _____ State _____ Zip _____
 Contact Email _____ Alternative Telephone _____

Please fill this section out to give the Fairgrounds actual event information.

Event Name/Type _____
 Date of Event _____ Start Time _____ End Time _____
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Cost of Admission **General Public Allowed:** **Expected Attendance**
 \$____ Youth (and) \$____ Adults ____ Yes (or) ____ No #____ Youth (and) #____ Adults

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

Please fill this section out to give the Fairgrounds Set-up & Tear-down information/directions.

| 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.**

If your event has amplified music after 9 pm and/or any alcohol, you must hire licensed security for the duration of your party. **You must provide the Fairgrounds the Security Company's phone number prior to the event.**

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