



Union Agricultural Society at Palmyra, NY  
**WAYNE COUNTY FAIRGROUNDS**

*Use of Facilities Application*

**DAY of the WEEK**

S	M	T	W	T	F	S
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**DATES REQUESTED:**

From \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 TO \_\_\_\_\_ a.m./p.m.

**HOURS OF USE:**

From \_\_\_\_\_ a.m./p.m.  
 TO: \_\_\_\_\_ a.m./p.m.

NAME OF ORGANIZATION: \_\_\_\_\_

EVENT/PURPOSE: \_\_\_\_\_

ESTIMATED # OF PARTICIPANTS: \_\_\_\_\_ ESTIMATED AUDIENCE SIZE: \_\_\_\_\_

Name /Phone# of responsible person who will be present at all times: \_\_\_\_\_

Accessories Needed:

Tables: \_\_\_\_\_

Chairs: \_\_\_\_\_

Equipment: \_\_\_\_\_

Other: \_\_\_\_\_

**BUILDING REQUESTED:**

Commercial I	<input type="checkbox"/>	_____
Commercial II	<input type="checkbox"/>	_____
Floral Hall	<input type="checkbox"/>	_____
4 -H	<input type="checkbox"/>	_____
Hewlett Livestock	<input type="checkbox"/>	_____
Horse Barn	<input type="checkbox"/>	_____
Row Stalls	<input type="checkbox"/>	_____
Other:	<input type="checkbox"/>	_____

Is an admission fee charged? Yes\_\_\_ No\_\_\_ (If yes, specify the educational, civic or charitable function it will support):

Is booth space being rented to Vendors? \_\_\_\_\_ Is Vendor Registration Fee being charged: \_\_\_\_\_

I, the undersigned, as the authorized representative of the organization making this request, understand all of the **WAYNE COUNTY FAIR'S** policies, regulations and requirements governing the use of the **WAYNE COUNTY FAIRGROUNDS** and agree that we will abide by them (see attached). This organization agrees to hold harmless the Union Agricultural Society at Palmyra, NY, a.k.a **WAYNE COUNTY FAIR**, against any claims for both property damage and bodily injury arising from this event.

PERSON IN CHARGE: \_\_\_\_\_ Address: \_\_\_\_\_  
(Street / Road) (City/Town) (Zip Code)

PHONE #: (H) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

► **WAYNE COUNTY FAIR ACTIVITIES TAKE PRECEDENCE OVER ALL OTHER USES** ◀

**OFFICIAL USE**

Has Certificate of Insurance naming **WAYNE COUNTY FAIR** as additional insured with the liability limit @\$1,000,000 been received & approved? YES\_\_\_ NO\_\_\_

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

Distribution [Circle appropriate person(s)]: Applicant Building Custodian Director of Facilities Ground's Crew

Other: \_\_\_\_\_

**PUBLIC USE OF WAYNE COUNTY FAIRGROUNDS FACILITIES**

The following application procedures are in effect for any organization wishing to use  
**WAYNE COUNTY FAIRGROUNDS** facilities:

**THE ORGANIZATION SHALL:**

- (1) make application, in writing, for a permit for the facility desired on a form provided by the **WAYNE COUNTY FAIRGROUNDS**, at least three (3) weeks in advance of the proposed use
- (2) specify the use to be made of **WAYNE COUNTY FAIRGROUNDS** facilities by the organization
- (3) submit a Certificate Of Insurance naming the **WAYNE COUNTY FAIRGROUNDS** as additional insured with the liability limit set at or above \$1,000,000 per incident [we need the paper copy at least one (1) week before the event]; if Certificate Of Insurance is **NOT** on file, permission to use facility will be denied.
- (4) indicate admission charges, registration fees and concessions and the use(s) to be made of these funds

**CONDITIONS OF USE:**

Any organization using **WAYNE COUNTY FAIRGROUNDS** facilities must agree to comply with all of the following conditions. Persons or organizations that use **WAYNE COUNTY FAIRGROUNDS** buildings and facilities must:

- (1) not aid or perpetuate discrimination on the basis of race, creed, color, country of national origin, religion, gender, marital status or disability
- (2) observe all **WAYNE COUNTY FAIRGROUNDS** policies and all applicable laws and local ordinances of the State of New York, local fire protection and law enforcement agencies
  - a) motor vehicles are restricted to parking lots; no parking is allowed in fire lanes or on grassy areas
  - b) use of tobacco products and the sale, possession or use of illegal drugs, alcohol and weapons is prohibited in **WAYNE COUNTY FAIRGROUNDS** buildings and on grounds
  - c) use of glass bottles / containers is prohibited [i.e.: no glass soda bottles, water bottles, etc]
- (3) assume full responsibility for conduct of all participants and spectators
  - a) designate a responsible adult representative who is present during use & who shall report all accidents to the **WAYNE COUNTY FAIR GROUND'S CO-ORDINATOR**
  - b) assure that occupancy limits are observed
  - c) make exiting procedures known to all participants
  - d) be responsible for moving its equipment into and out of the building(s); building(s) and property used by applicant will be closely inspected after use and the applicant will, if necessary, make good any damage or loss occurring as a result of use of said property
- (4) assume liability for any damage to **WAYNE COUNTY FAIRGROUNDS** property from any activities they sponsor:
  - a) equipment or supplies belonging to the community organization shall be removed promptly following use and must be fire-resistant and flameproof
- (5) arrange in advance for special facilities of the **WAYNE COUNTY FAIRGROUNDS**; ***FAIRGROUND PERSONEL MUST HAVE ACCESS TO ALL BUILDINGS AT ALL TIMES***

**FEES FOR USE OF WAYNE COUNTY FAIRGROUNDS FACILITIES:**

Charges may be assessed to a person or organization if the **WAYNE COUNTY FAIRGROUNDS** is required to provide additional services. A **WAYNE COUNTY FAIRGROUNDS** representative shall be on duty whenever facilities are in use. All payment fees for **WAYNE COUNTY FAIRGROUNDS** use is made to: **WAYNE COUNTY FAIR.**