



**EVENT RENTAL APPLICATION
REQUEST FOR USE OF BUILDINGS OR GROUNDS**

Date: _____

Name of Organization: _____

Contact Name: _____

Address: _____

Phone: _____

Email: _____

Date of Event: _____

Estimated Number of People in Attendance: _____

Event Time: _____ **to** _____

Open to Public: Yes or No

Set up Time: _____

Tear Down Time: _____

Building or Grounds Requested: _____

Type of Activity: (description of event)

Tables Needed _____ **# Chairs Needed** _____

Additional needs/service: _____

Electric Requirements Needed: _____

Description of Facilities and Grounds:

Exhibition Building (enclosed portion):

A 7,000 square foot building with air condition climate control. Main entrance is 2 sets of glass doors (south side), with east and west having 2 sets of glass doors as well. The north side has a rollway door and service entrance. The west side exits into our open portion of the exhibition building while the east side exits into our restroom area. Occupancy 1,000 people (standing room only) Comfortable seats 300-400. The seating depending on layout of event.

Stage can be placed in room for additional rental fee.

Exhibition Building (open portion):

A 13,000 square foot pavilion style building. East side is the enclosed portion of the exhibition building with glass door entrances. Lighting and ventilation are available with the open floor design.

Open Livestock Barn:

An 18,000 square foot pavilion style building. Open on north, east and west sides. South side connects to the open portion of the exhibition building. Lighting and ventilation are available with the open floor design.

Arena & Grandstands:

An outdoor arena that features grandstands on the west side of arena. Staging area on North end of arena, in addition parking area for exhibitors and trailers. Announcers stand and lighting available.

Pavilion:

A wood pavilion is open on 3 sides, with a closed rear wall. Rustic porch surrounds the pavilion on 3 sides.

Conference Room:

A block building that will comfortably seat 30 people. Use of 6 foot tables and chairs. Perfect for small committee or business meetings.