

REQUEST FORM CHEYENNE COUNTY FAIRGROUNDS, COMMUNITY BUILDING & EQUIPMENT
(Must be 18 years of age or older to sign contract-driver's license required)

Organization/Business/Family/Etc

Requesting Use

(please print)

Request use of:

COMMUNITY BLDG. and/or

GROUND and/or

EQUIPMENT

_____ Auditorium

_____ Arena

_____ Amp. Box

_____ Meeting Room

_____ Track

_____ Microphone

_____ Kitchen

_____ Grandstands seating

_____ Peg display boards

_____ Piano

_____ Under Grandstands

_____ Crow's Nest

_____ Podium

_____ North Concession

_____ Poles/Barrels

_____ VCR/TV/DVD

_____ South Concession

_____ East Concession

_____ PA system

_____ Cover area/tables

_____ East Bathrooms

_____ East Covered

_____ North Restrooms

_____ area/tables

_____ Merry Go Round

_____ Other

_____ Chairs

_____ Pavilion

_____ Other

_____ Tables 8'

_____ Other

_____ Tables circle sec.

Keys

Will facilities be used for activities with any type of cost? Admission, Donations, Items for Sale?

Yes___ NO___

Describe usage - event etc.

Set up
date/time

Event
date/time

Cleanup
date/time

I have read all the policies on use of County facilities, equipment etc. and will inform the above named group &/or persons of their contents. I understand that any violation of any condition of the policies, or this agreement may result in no further use by this group/persons. I understand NO ALCOHOL and NO SMOKING are allowed in the Community Building. I understand that all or a part of the fees & deposit are forfeited if any violation occurs.

I hereby declare that I and/or the group/persons represented by me in this activity will not hold Cheyenne County, the Cheyenne County Fair Board or any individual or group of individuals associated with these entities responsible for any accident, injury, illness or loss of property associated with the activity for which request for the use of county facilities, equipment etc. is being made.

Celebration events, dances and wedding parties must acquire special event's insurance and submit proof with contract. Group must notify the Sheriff's Department prior to any celebration, dance or wedding party at the fairgrounds.

Sheriff's Department is not responsible for security.

Signature of Sheriff's Department: _____

Printed Name of Sheriff's Department: _____

(groups agree to pay any damages in excess of deposit)

DEPOSIT \$500.00 FEE \$

Dance & Wedding Party Deposit (Excluding youth groups) \$1000.00

Signature

Mailing Address

Email Address

Phone Date

I have received a copy of the policies & agreement

Approval for use

Approval for deposit refund

Not approved for deposit refund/why

In the event that any violation(s) occurs and your deposit is forfeited, you may appeal to the Cheyenne County Board of Commissioners by calling (719) 767-5872 to request a hearing or send your appeal in writing to P.O. Box 567, Cheyenne Wells, Co 80810.

Violations will be determined by walk-thru after event.

Violations: