



Clallam County Parks, Fair & Facilities  
 Clallam County Fairgrounds  
 1608 West 16th Street  
 Port Angeles, WA 98363-6820

## FACILITY RENTAL REQUEST APPLICATION

**PLEASE READ CAREFULLY AND COMPLETELY**

This is a *request* for facility reservation. If accepted, a contract will be mailed to you. Please complete all information. The following is requested by the Clallam County Fairgrounds to assist in the review & consideration of your request to rent a building and/or area on the Fairgrounds. The accuracy of this application is essential. **DO NOT SEND PAYMENT AT THIS TIME. NO DATES WILL BE HELD UNTIL THE DEPARTMENT APPROVES THIS RENTAL REQUEST.**

➤ **Renter Information**

- Name of Organization/Renter: *(who is hosting the event)*: \_\_\_\_\_
- Contact Name: *(who will sign the lease)*: \_\_\_\_\_
- Mailing Address: \_\_\_\_\_
- City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
- Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_
- Email: \_\_\_\_\_

➤ **Event Information**

- Event Name: *(if applicable)* \_\_\_\_\_
- Building Requested: \_\_\_\_\_
- Requested Date(s): \_\_\_\_\_
- Time of Event: \_\_\_\_\_
- Is Event Open to the Public? Yes \_\_\_ No \_\_\_ Paid Admission Event? Yes \_\_\_ No \_\_\_
- Registered 501(c)(3) Non-Profit? Yes \_\_\_ No \_\_\_
- Will Food or Alcohol Be Sold? Yes \_\_\_ No \_\_\_
- Will Anyone be Camping for the Event? Yes \_\_\_ No \_\_\_

**BY SIGNING THIS APPLICATION, YOU WILL BE STATING THAT THE ABOVE INFORMATION IS COMPLETE AND ACCURATE AND THAT YOU HAVE READ THE ADDITIONAL CONDITIONS ON THE BACK SIDE OF THIS FORM.**

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parks, Fair & Facilities Department  
 Phone: 360-417-2551  
 Fax: 360-417-2547  
 Angela.bronson@clallamcountywa.gov

**DEPOSITS:** A Cleaning/Damage Deposit will be required. Providing there are no damages, and the facility is left clean, deposit will be returned within 20 business days following the event. Failure to perform all necessary clean up may result in the forfeit of the deposit and the charge of additional fees.

**PAYMENT/INSURANCE:** Event Insurance is required. Insurance must meet the limits stated in the Rental Contract and list the Clallam County Fairgrounds as the additional insured. All payments, deposit, insurance and signed contract must be received no later than 14 days prior to the event.

**PAID ADMISSION EVENTS FOR THE GRANDSTAND:** Events being held that charge admission will be charged 18% of gross sales in addition to the rental fee. This fee must be submitted to the Fairgrounds Office within 48 hours following the event.

**EVENTS THAT HAVE CONCESSIONS:** If food concession sales are present at the event, the Lessee agrees to pay the Clallam County Fairgrounds \$180.00 per day, per vendor and 18% of gross sales within 48 hours of the event. Failure to pay such percentage will result in loss of damage/cleaning deposit.. A separate contract must be entered into with the provider of the concessions and event insurance will be required from the concession provider. Alcohol is permitted at your event if you have a designated person to be responsible for any over service. If you will be selling alcohol the vendor must be entered into a separate contract and provide event insurance and required permits.

**TRASH:** Trash from the event must either be placed in the dumpster provided or hauled away. If a dumpster is provided the City of Port Angeles will bill you directly for this pick up. If all of the trash will not fit in the dumpster you must haul away the remainder.

**ENTRANCE KEYS:** Keys will be issued for the gate and building. It is your responsibility to lock up after hours. All keys must be returned within 24 hours of the event. There is a \$100.00 charge (per key) for any lost keys.

**CAMPING:** Fairgrounds must be notified in advance if there will be camping for your event. There are times when the weather does not permit camping. Camping is charged at \$42.00 per vehicle per night for utility sites and \$36.00 per vehicle per night for non-utility sites. Arrangements for payments will be made in advance with the main contact person for the event contract.

**ADDITIONAL INFORMATION:** \$85 per man hour will be charged if repairs need to be made or any cleaning done. If there are last minute additions to the event you will be charged according to the Fairgrounds Fee Schedule 215-A. Any fires must be in an above ground fire pit. Fair Management reserves the right to request any fire be extinguished. No fires are allowed when the County or City burn ban is in effect.