

Event Booking & Set-Up List

- Our goal is to make your event as successful as possible. By answering all of the questions on this form, you will help us achieve that goal.
- It is important that you give accurate, detailed information. The items you request are exactly what you
 will receive. Any additional items above the number you request on this form cannot be guaranteed
 because of other requests that are received on a daily basis.

This form must be filled out and turned into the fair office at least 30 days prior to the first move-in date of your event.

Name of your event:				
Date(s) of actual event:				
Hours of actual event:				
Describe your event:				
Set-up dates / hours:				
Is this event open to the public? \Box Yes \Box No (If you	have a schedule, please attach)			
Is there a charge to attend your event? \Box Yes \Box No	If so, how much:			
What is your approximate attendance?				
Your name:	Phone:			
Business name:	Non-Profit or Charity?□ Yes □ No			
Email:				
Who will set the event up:	Phone:			
List the building(s) you will be using: See Map				
Would you like a tour of the Facility? Yes No				



Will you be removing event refuse from the fairgrounds? <i>If no, please indicate who will be:</i>	□ Yes	□ No
Will you require table, chairs, picnic tables or bleachers?	,□ Yes	□ No
Will you require a stage: 🗆 Yes 🛛 🗆 No		
If yes, please indicate on your site diagram where you would like i arrange delivery and rental through either Salmon Arm Folk Music Recreation.		
Will you require the use of bleachers for seating?	□ Yes	□ No
Do you have any other "special" electrical needs other than the standard 120 volts, 20 amp? <i>If yes, please explain, be specific:</i>	□ Yes	□ No
Will you require water, other than toilet facilities: \Box Yes \Box No <i>If yes, please explain:</i>		
Will you require the use of showers?	□ Yes	□ No
Will you require overnight camping?	□ Yes	□ No
Will you be responsible for your own parking control?	□ Yes	□ No
If your event deals with livestock, will you require any special pens? <i>If yes, please explain and be specific:</i>	□ Yes	□ No

Please note: Depending on the size of your event, we may ask your set-up person to meet with the grounds crew in the days preceding your event. At that time we will visit the building(s) and discuss set-up, parking, and any other developments that may affect the set-up of the building. Events that are booked well in advance often change considerably and may not work with the original plan.

GENERAL INFORMATION

- Some events will incur additional charges for electricity, water, sewer, and clean-up. It may be necessary to bill you following your event.
- Damage deposits are required on all building rentals. The damage deposit is refundable once the event is over and it's been determined that there was no damage to the building. This generally takes 30 days for the refund to be processed.



ADDITIONAL RENTAL ITEMS & FEES

- The following is a list of items are available for rent. Please indicate which items you want and fill in the total at the bottom. For more information, please refer to the Rental Fees sheet.
- Prices below are per event.
- Tables and chairs prices are for those requested in addition to those included in building rental.
- Starred (*) items require additional fees for a heavy equipment operator

ITEM	QUANTITY	COST EA.	TOTAL
8' PLASTIC TABLES		\$8.00	
8' PICNIC TABLES*		\$8.00	
CHAIRS		\$3.00	
BLEACHERS*		\$25.00	
		TOTAL	

Refusal Disposal – Events are required to remove all trash. We can recommend a supplier familiar with the fairgrounds.

Special Electrical - Events are required to notify the grounds management of electrical requirements. We can recommend an electrician familiar with the fairgrounds.

NOTES: