

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? Yes No (If you have a schedule, please attach)

Is there a charge to attend your event? Yes 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? Yes No
If no, please indicate who will be: _____

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 it to be placed and arrange delivery and rental through either Salmon Arm Folk Music Society or Sicamous 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? Yes No
If yes, please explain, be specific:

Will you require water, other than toilet facilities: Yes No
If yes, please explain: _____

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? Yes No
If yes, please explain and be specific: _____

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.

