Queen Pagent 2014
March 15th
Orientation

Welcome to the Gila County Fairgrounds Use Application and Policy

For your convenience, this document is in PDF format (free Adobe Reader or equivalent is needed to fill out application on line). Please print application, sign, and mail or hand-deliver original to:

Nicole Weaver
Administrative Clerk Specialist
Facilities Management
928-402-4368
fairgrounds@gilacountyaz.gov

If you have questions regarding the application you may e-mail or call Nicole Weaver at (928) 402-4368 for assistance.

APPLICATION TO RENT GILA COUNTY FAIRGROUNDS' FACILITIES

Name of Individual or Organization:	Gila County Rodeo Committee				
Address of Individual or Organization:	P.O. Box 1538 Globe, Arizona 85502				
Function to be Held:	Copper Dust Stampede Rodeo Queens Pagent Orientation				
Contact Person for Event:	Charles Brewer				
Telephone No.:	(928) 200-1237				
Date(s) Requested:	March 15, 2014	thru	March 15, 2014		
Time of Event:	8 AM	to	4 PM		
Estimate How Many People Will Attend Event:	80				
Liquor License No. and Sold by (Name):	None			Served only?	
Will this event be public or private?	X	Public		Private	
If public, would you like this event listed on the Gila County Fairgrounds webpage?	X	Yes		No	
Information to be posted on webpage:	Is there an entrance fee?		Yes		No X
Adults: $N/A	Children: $N/A	Seniors: $N/A			

Which facility will be rented? Please check appropriate box, fill in # of days or hours and enter Total Fee(s).

BUILDINGS

[X] Exhibit Hall: The building is 60' x 120' (7200 sq ft) including kitchen and restrooms. Capacity is 480 people.

		Total Fee:
First Day of Event - $350.00		
Each Additional Day of Event - $250.00	Days	
($50.00 of cleaning deposit is non-refundable) Cleaning Deposit $150.00		$150.00
Key Deposit - $25.00		$25.00

[ ] Commercial Building: Capacity is 320 people.

First Day of Event - $200.00		
Each additional Day - $100.00	1 Days	

OUTDOOR FACILITIES

E.M.T. required for Go-Kart and all High Risk events. Horse Racing Events required to have ambulance and E.M.T.

[ ] ATV Grounds

$75.00 per day; $300.00 per week (5 days)	Days	

[ ] Rodeo Arena

First Day of Event - $1,200.00 + set up charges		
$ 150.00 for each additional day	Days	
$25.00 per hour for lights	Hours	

[ ] Grandstand Area

First Day of Event - $500.00		
$150.00 each additional day	Days	

[ ]	Livestock Shed A (60 x 120)	$150.00 per day	Days	
[ ]	Livestock Shed B (80 x 120)	$150.00 per day	Days	
[ ]	Livestock Shed C (30 x 120)	$150.00 per day	Days	
[ ]	Horse Stall(s)	$10.00 Each per day	Days	
[ ]	Car Track/Motor Cross	$150.00 per day	Days	
[ ]	Other Areas at Fairgrounds	$150.00 per day	Days	
			TOTAL FEE(S) DUE:	

POLICIES/PROCEDURES: Please read carefully.

1. Gila County requires the event sponsor/individual to provide security/traffic control personnel for events where:
   a. Alcohol/liquor is served or sold;
   b. Events are offered for public attendance;
   c. More than 480 persons are expected to attend a private event;
   d. Under all other circumstances the event sponsor/individual will provide adequate security. It is further understood that the number of security/traffic control personnel needed for the event will be determined by Detective Johnny Holmes. **At a minimum no less than two (2) law enforcement officers are required for every 480 persons in attendance. At least one (1) officer must be an Arizona Post Certified Officer and the other may be a Gila County Sheriff Posse Reserve.**
2. If alcohol/liquor is sold or served, it is the Gila County Board of Supervisors' policy **not to allow alcohol/liquor outside the building**. Law Enforcement Officers have been instructed to enforce this policy.
3. All functions are to end by 12 midnight. This includes removing all personal property. Gila County will not be responsible or liable for any personal property left after the function ends.
4. The refundable portion of the cleaning deposit will be forfeit if there are any damages to the building or related equipment.
5. Prior to picking up the key from the Public Works Facilities Department, all fees must be paid, arrangements for security secured, and certificate of insurance verified. Public Works Facilities Department' hours from 8am to 5pm, phone number 928-402-4368.
6. Insurance is required for all individual events. Some County sponsored events or functions may be required to provide additional insurance. A copy of the insurance certificate is required 10 days prior to the date of the event.
7. No tape of any kind, nails, thumb tacks, or pins will be allowed on the walls for decorating.
8. All requests to waive rent fees for the use of the Fairgrounds' facilities must be submitted 30 days in advance in written form and approved by the Gila County Board of Supervisors. The event contact will be notified via phone, cell phone, or e-mail of waiver status.
9. **The event contact person should communicate with Nicole Weaver (928) 402-4368 at least ten (10) working days before the event to review facility setup.**
10. The event application may be downloaded from the internet (www.gilacountyaz.gov) and completed on line, print, and mail original to: **Nicole Weaver, Admin. Clerk Specialist**
    745 N. Rose Mofford Way, Globe, AZ 85501
11. Events may be scheduled up to two (2) years in advance. The Fairgrounds' Master Calendar is maintained and coordinated by **Nicole Weaver**. Call 928-402-4368 to request the availability of specific dates and times.
12. Gila County reserves the right to unilaterally cancel a reservation for the Fairgrounds' facility due to unforeseen circumstances, such as damages from natural or man-made causes. A full refund will be issued to the reserving party if another suitable Fairgrounds' facility cannot be substituted.
13. The Fairgrounds Foreman will have the right to review simultaneously scheduled events for appropriateness, compatibility and safety. Alternate event dates will be offered to all requesters if criteria cannot be satisfied.
14. Rental rates for Fairgrounds' facilities shall be based on the Fairgrounds' Rate Schedule in effect on the date the approval is given by the Gila County Board of Supervisors.

I have read and understand this application:

Applicant Signature:	Charles O. Brown	Date:	1-22-2014

(Do not write below this line)

E.M./F.G. Checklist:							
Conflict with dates:		Rental Fees:		Security:		Insurance:	
		Approved:				**Disapproved:**	
Signature:	Steve Stratton					2/24/14	
					County Personnel Signature	**Date**	
Signature:							
					Chairman Gila County Board of Supervisors	**Date**	

APPLICATION FOR SECURITY AT THE GILA COUNTY FAIRGROUNDS FACILITY

Name of Individual or Organization:	Gila County Rodeo Committee	
Address of Individual or Organization:	P.O. Box 1538 Globe, Arizona 85502	
Function to be Held:	Copper Dust Rodeo Queens Orientation 2014	
Contact Person for Event:	Charles Brewer	
Telephone Number:	(928) 200-1237	
Date(s) Requested:	March 15, 2014	
Time of Event:	Start: 9 AM	End: 4 PM
Estimate How Many People Will Attend Event:	80	
Will Liquor Be on the Premises:	Yes ☐	No ■
Where Will Event Be Held:	Exhibit Hall ■	Commercial Bldg. ☐
	Rodeo Arena ☐	Grandstands ☐
	Other Area:	
How Many AZ Post Certified Officers Needed:	1	
How Many Sheriff's Office Reserves Needed:		

I verify that the information I have provided is accurate and complete. I understand that it is my responsibility to notify **Linda Rodriguez** (928-402-4344) and the **Detective Johnny Holmes** from the Sheriff's Office (928 812-0828) of any cancellations or changes in this application.

Applicant Signature: Charles O. Brewer Date: 1 / 22 / 2014

(DO NOT WRITE BELOW THIS LINE)

Security Will Be Provide for the Above Event and Date:	YES ☐	NO ☐
Name of Officers Who Will Provide Security:		
Name of Reserves Who Will Provide Security:		

I verify that the above Officers and Reserves have been scheduled to be present as security for the event and event date listed above.

_____ Sheriff's Office Representative

____/____/____ Date