



Complete and return this form to: Douglas County Fairgrounds Complex
 Attn: Dan Hults, Fairgrounds Director
 2110 SW Frear Street, Roseburg, OR 97471
 P: (541) 957-7010 F: (541) 440-6023 Email: fairgrounds@co.douglas.or.us

Douglas County Fairgrounds Complex Discounted Use Application

NOTE: The information requested on this form by the management of the Douglas County Fairgrounds Complex will assist in the review and consideration of your request for discounted use of the Facility or Equipment. As a result, the accuracy and completeness of the information provided is crucial. Be as detailed and specific as possible. Until the Fairgrounds Complex Management officially approves this application and the Agreement to use Fairgrounds Premises is fully executed, there is no legal or binding commitment between the Fairgrounds Complex and the Applicant.

Things to keep in mind before you submit this application:

- Organizations granted discounted usage of the Fairgrounds Complex Facility is limited to non-profit organizations whose activities directly support the missions and goals of the Fairgrounds Complex.

Mission

“To provide a high quality County Fair for the residents of Douglas County, with primary emphasis on agriculture, 4H, and FFA. The Fair will provide a gathering place for the community to showcase their products and skills, as well as promote agriculture, educational, social, economic and entertainment opportunities. As a year-round facility, we serve the community by providing multi-use facilities for both public and private events in a responsible manner, generating economic stimulation and tourism development.”

- Requests for discounted use of the Fairgrounds Complex will be reviewed and approved/denied by the Fairgrounds Complex Director.
- Discounted Use is limited to the use of the portion of the Facility and/or Equipment as designated by the Agreement to use Fairgrounds Premises.

Today's Date: _____

Details about Your Proposed Event:

Event Name:
Description of Event:
Move In Date(s) & Time:
Event Date(s):
Event Hours:
Move Out Date(s) & Time:
Area(s) of Facility & Equipment being requested for Discounted Use:
Please tell us what type of Event you are proposing: Private Event Public Event Other(please explain):

Food & Beverage Services:

Is this a ticketed or non-ticketed event: Yes/No	If Yes Ticket Price:
Estimated Daily Attendance:	
Estimated Total Attendance:	
Catering/Concessions (please provide information on catering company or if you are interested in the Fairgrounds Professional Catering Services):	
Alcohol (will you have alcohol at this event) Fairgrounds has first right of refusal:	

Organization Information:

Your Name & Title (Main Contact for the Event):
Organization Name:
Address:
City, State & Zip Code:
Phone Number:
Email:
Website:
Anything else you would like us to know about your event:

User Signature:

By: (Authorized Signature & Title)

Date

Official Use Only: Approved Not Approved
Comments: