



USE OF FACILITIES REQUEST FORM

Required for all groups/individuals/businesses wishing to use facilities/equipment/etc. owned by the Highland County Fair Association.

This form must be completed and presented for approval to the address above at least 30 days prior to need.

Return requirements to: Highland County Fair, PO Box 366, Monterey VA 24465 or info@highlandcountyfairva.com

Name of Group _____ Date/s Requesting Use _____

Contact Person for Group _____ Phone Number _____

Email _____

Description of Event _____

This agreement outlines the terms and conditions for the use of the Highland County Fair Barbeque Pit ("the Pit"). By signing this agreement the user ("the User") agrees to the following terms:

Please check all that apply for the request:

- Use of Barn(s) - Circle Choice(s) >> Show Barn Upper/Cattle Barn Lower/Sheep Barn Vegetable Barn
Use of Stage
Use of Grandstand & Show Ring
Use of Portable Bleachers
Use of Cook Shack (Stonewall approval)
Use of Picnic Tables
Use of Water
Use of Electricity
Use of PA System
Use of Back Parking Lot
Use of Trash Barrels

*If using Highland County Public School facilities to include parking lot, bathrooms, school gate entry onto the fairgrounds, etc. separate permission must be sought through HCPS 540-468-6300.

FEES: Fees are charged to offset the costs of maintaining and purchasing items used. The Fair Board reserves the right to charge additional fees or waive fees. Use of grounds for an auction will be charged a base fee of \$200 for storage and use of grounds. If water, electricity, etc. are needed, additional fees will be charged for these services, which will be announced upon approval. Fees are due upon approval of and notification by the Fair board. If fees are not paid before the date of the event, user will be declined its request for use. Any items damaged or destroyed during user's use will need to be presented to the Fair Board for action. User is responsible for refueling equipment after use. See Rate Sheet below for specific usage rates.

DEPOSIT: A deposit of \$200 is required 15 days prior to the requested facilities use date. Refund of the deposit depends on the following: User is responsible for 'set-up' and 'tear-down' of any use of the facility and/or fairgrounds. Users are responsible for removal of all trash on the grounds or in any buildings used on the grounds in addition to parking areas. If Fair trash barrels are borrowed, they are to be emptied and returned to original storage area at the barn. The Highland County Fair reserves the right to clear and to dispose of any properties not taken off the premises within ten (10) days of the event without incurring any liability, therefore. All costs of such removal, labor and shipping may be charged to and paid by the user, resulting in forfeiture of set-up/tear-down/trash deposit. If inspection of grounds is accepted and user has complied, deposit will be refunded. The grounds should be returned to the same or better condition than found. Items borrowed must be returned to designated storage location.

INSURANCE: User must carry liability insurance. A certificate of liability insurance is required with the application. The user must include the Highland County Fair Association as an additional insurer. Please see the Sample Insurance Requirements attached. If the Certificate of Liability is not received before the date of use, the user will be declined its request. The Fair Association has general liability insurance. Users should consult their insurance brokers for proper coverage on liability and inventory. In most cases a rider can be attached to existing insurance policies. Neither the Highland County Fair Association nor its agents or employees, nor the participating members, nor their agents or employees, shall be liable for any damage to the property of or for the loss of any business to the user, or for any loss of the user by theft, damage by fire or other means, or for injuries to the user, its employee, agents, or customers or guests arising from any cause or matter whatsoever. If you need to request a waiver please email info@highlandcountyfairva.com

HEALTH DEPT: The User must complete an Application for a Temporary Restaurant Permit (Form CSHD 4.26) if food is prepared and/or sold on the premises. The permit can be obtained from the local Health Department 540-468-2270. Sellers of food, packaged or unpackaged, must meet Virginia Department of Health codes. Additional information can be found at https://www.vdh.virginia.gov/. The Fair is not responsible for food prepared or sold on the grounds. Use of the cook shack will also require permission from the Stonewall Ruritan Club for use of their equipment.

COMPLAINTS/BEHAVIOR: All concerns and grievances must be addressed to info@highlandcountyfairva.com. Disruptive, unprofessional, or abusive behavior will not be tolerated. The Highland County Fair reserves the right to enforce the dismissal of any User, employees or guests whose actions are deemed as detrimental to the operation of the event or the use of the fairgrounds as the fairgrounds are private property.

PARKING/WATER LIMITATIONS: The back parking lot may not be available during hay growing season. In wet weather, parking may be limited in low/soft areas. Use of water during winter months will be declined after water lines have been drained.

Guidelines are set to help keep the Fairgrounds in good working order and have it accessible to other organizations. User may forfeit the right to use the fairgrounds or facilities if these guidelines are not followed. I have read the above and understand the responsibilities and possible charges for use of facilities. I understand that once I receive approval from the Fair Board, I will also be told the total fees charged if any need determined by the board.

I have read and understand this agreement:

Signature _____ Date _____

REQUESTS	FEE	RATE	AMOUNT	TOTAL
Use of Motor Grader	\$500	Day		
Use of Tractor	\$200	Day		
Use of Skid Steer	\$350	Day		
Use of parking field - if grass is cut for hire for the event	\$300	Event		
Use of stage	\$100	Day		
Electricity	\$50	Hour		
Final rate at discretion of the board	\$250	Day minimum		
Use of Ticket Booth	\$25	Each		
Use of Cook Shack (permission from Stonewall Ruritans required)	\$100	Day		
Use of Ag Education Barn	\$200	Day		
Use of Livestock Show Barn	\$200	Day		
Use of Picnic Tables off premise	Determined by Board			
Labor for Fair Personnel Set up	\$15	Hour per person		
Deposit Required - 15 days prior to event	\$200	Day		

USE OF GROUNDS FOR EVENT	Fee determined by Board	
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DEPOSIT DUE DATE:		\$ 200.00
TOTAL DUE DATE:		\$

SAMPLE Insurance Requirements

The requirements listed are minimum limits only and do not limit liability or obligations.

- Required minimum limits for the above coverage are as follows:

General Liability -

- \$1,000,000 each occurrence
- \$ 100,000 Fire Damage
- \$ 10,000 Medical Expenses
- \$1,000,000 Personal and Advertising Injury
- \$2,000,000 General Aggregate
- \$2,000,000 Products/Completed Operations Aggregate

Automobile Liability – Including Hired Auto and Non-Owned Auto

\$1,000,000 Combined Single Limit

Workers Compensation & Employers Liability Insurance -

Statutory Limits for Workers Compensation

- \$1,000,000 each accident
- \$1,000,000 each occurrence by disease
- \$1,000,000 by disease - policy limit

- Highland County Fair Association Inc. shall be named additional insured on the liability policies listed above (except Workers Compensation) in connection with the services to be provided.
- This insurance for the additional insured shall be as broad as and at the same limits as that of the named insured.
- Insurance shall be primary and any insurance maintained by the Additional Insured shall be excess and non-contributory until all the limits of insurance have been exhausted through the payment of claims.
- All rights of subrogation are waived for the policies listed above, including workers compensation.
- The policies listed shall provide for 30 days' advance written notice by certified mail of cancellation, termination or alteration of any policy.