

The SANDWICH FAIR ASSOCIATION, Inc.

in DeKalb County, Illinois

P.O. Box 129 • 1401 Suydam Road • Sandwich, Illinois 60548

Phone 815-786-2159 • Fax 815-786-6242

Sandwich Fairgrounds Facility Request Form

ALWAYS LABOR DAY WEEK • EVERY YEAR SINCE 1888 • WEDNESDAY THROUGH SUNDAY

Group Rental Name: _____

Contact Person: _____

Address: _____

Phone #: _____

City: _____ State: _____ Zip: _____

Email _____

Date(s) Requested: _____

Second choice for event date if applicable _____

Cost for Single Enclosed Building Weekend \$1000/Weekday(Monday-Thursday) \$500 per day which includes:

One (1) building without kitchen facilities

Use of restrooms

Water

Electricity (If additional hook-ups, pole work, or drops are needed, additional cost may be incurred)

Front Gate Sign - Date of event, short message

Arrangements for set-up time prior to the event are to be made with the maintenance personnel

Cost for Single Open Air Shelter Weekend \$700/Weekday (Monday-Thursday) \$400

\$100 Refundable Security Deposit is required to hold the date

Security Deposit will be lost if any use guidelines are broken (guidelines listed below)

Camping...\$20.00 per day, per unit. Camping fees will be added to the total rental cost. The event coordinator will be responsible for collecting fees from the individual campers.

Additional Items: (Please ✓-check if needed)

Outdoor Wedding Ceremony Site	\$200
Showers	\$30 per day
Building <u>without</u> kitchen facilities	\$100 per day, per building
Building <u>with</u> kitchen facilities	\$200 per day, per building
Grandstand Seating Area	\$1,000
Parking lot for Event Use Activities	\$200

Area 1 is East side, Area 2 is Central/Midway, Area 3 is the AgLand area on the West side

Infield Concert area available. Please contact the Sandwich Fair Association for more details.

Notes:

Facility Use Guidelines

- Please make check payable to “The Sandwich Fair Association”
- Groups or renters must provide a certificate of liability insurance with at least one million in limits from an A rated or better carrier that names The Sandwich Fair Association, Inc. as additional insured. If the event is a public event, the policy must have vendor coverage if your event is bringing in additional parties such as food vendors, beverage, music, businesses selling products, organizations. The certificate must be on file with The Sandwich Fair Association at least one (1) week prior to the event.
- One day prior and after event is allowed at no charge for setup and takedown.
- Any event that invites the public to attend, when advertising for your event and mentioning the location at the Sandwich Fairgrounds in any way, the organizer must include the Sandwich Fair Logo along with information such as sandwichfair.com or a link to the sandwich fairs association Facebook page that will be provided by the Sandwich Fair Association.
- The renter will be responsible for costs for damage to the grounds and will be required to return the grounds to pre-event conditions. Damage to the grounds is classified as turf, buildings, trees, and any structure, roadway, or bench.
- For public festivals, all activities that are planned to be a part of the event need to be pre-approved by the Sandwich Fair Association at a minimum of 7 days prior to the event.
- All roadside signage must be pre-approved by the Sandwich Fair Association Prior to placement outside of the grounds.
- Security, parking attendants, ticket sellers, bathroom attendants, and first aid are not provided. These will be deemed necessary by the Sandwich Fair Association based on the size of the event.
- Use of parking lot is included for parking vehicles and equipment. There is a use charge if the parking lot is used for an event activity beyond parking.
- Events having alcohol must have dram shop insurance on file prior to the event.
- If there are any changes, additions, or questions please notify The Sandwich Fair Association prior to the event so that our grounds crew has time to prepare for your arrival.
- Open fires are prohibited.
- Raffle’s to be held during the rental must be pre-approved by the Sandwich Fair Association and a DeKalb County Raffle/Poker Run Permit must be filled out and submitted directly to the county. The form can be found at this link. <http://dekalbcounty.org/CoClerk/pdfs/raffle/RaffleLicenseApplication.pdf>

Thank You,
The Sandwich Fair Association, Inc.

I have read, and understand and agree to the above guidelines.

Signature: _____ Date: _____

Approval: _____ Date: _____