

# 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

Return this form to [fairgroundsrental@sandwichfair.com](mailto:fairgroundsrental@sandwichfair.com)

### 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 \_\_\_\_\_

**Public Event and Wedding Pricing:** Single Enclosed Building Weekend \$1000/Weekday(Monday-Thursday) \$600 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. Setup up no more than 3 days prior and cleaned up day after rental.

**Cost for Single Open Air Shelter Weekend \$700/Weekday (Monday-Thursday) \$500**

**\$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 are additional to the total rental cost. The event coordinator will be responsible for collecting fees from the individual campers and providing that payment to the ground's supervisor at the conclusion of the rental.**

**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
No buildings with kitchen space available	
Grandstand Seating Area	\$1,000
Parking lot for Event Use Activities	\$200

**Small Family Gathering:** (Less than 100 attendees) \$250 open air shelter/pavilion,

\$300 Enclosed Small Commercial Building #3

- Setup and takedown must be done on same day of rental, no later than 11pm. Not a special event, festival, or open to the general public.

*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.*

- **Please provide a detailed written description of the rental and the type of activities that will occur at the requested rental in the space below.**

Notes:

## Facility Use Guidelines

- Please make check payable to “The Sandwich Fair Association”
- Three days prior and one day after event is allowed at no charge for setup and takedown for events/weddings. Same day setup and takedown for small family gatherings.
- Public Events and Wedding Rentals must be completed no later than Midnight of the day of the rental. Small Family Gatherings must be completed and cleaned up no later than 11pm
- All events must follow current local and state health guidelines regarding mass gatherings at the time of the event. The Sandwich Fair Association has the right to cancel and/or postpone any event that is planning to proceed or operates against any guidelines.
- 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.
- The Sandwich Fair Association does not operate the event. The renter assumes all responsibility for event activities, operation, and liabilities. Renter volunteers, employees, vendors, attendees, spectators, are all there on their behalf or the renters behalf.
- Group or renters must provide a certificate of liability insurance naming The Sandwich Fair Association, Inc. as additional insured for one million dollars. The insurance purchased by the renter must not include any exclusions for any activity that is occurring during the event. The certificate must be on file with The Sandwich Fair Association at least one (1) week prior to the event.
- 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>
- Camping fees are additional to the total rental cost at \$20 per night per unit. The event coordinator will be responsible for collecting fees from the individual campers and providing payment directly to the ground’s supervisor at the conclusion of the rental.

Thank You,  
The Sandwich Fair Association, Inc.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_