



Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

### Event Check List

- \_\_\_\_\_ Contract: Sign and return the rental agreement.
- \_\_\_\_\_ A 25% deposit is due upon signature. The deposit secures the date and venue for your events.
- \_\_\_\_\_ 60 days prior to the scheduled date of event, balance is to be paid in full.
- \_\_\_\_\_ 60 days prior to your event, \$500 escrow is due. The escrow is refundable after the event.
- \_\_\_\_\_ Checks payable to: The Great Frederick Fair Inc.
- \_\_\_\_\_ Complete and return the Event Information sheet. This is used to promote your event.
- \_\_\_\_\_ If selling alcohol, a liquor permit is required: [www.frederickcountymd.gov/liquor](http://www.frederickcountymd.gov/liquor)
- \_\_\_\_\_ If your event exceeds attendance of 1999 people at any one time during the occurrence, a large event permit is required: [www.cityoffrederick.com](http://www.cityoffrederick.com)
- \_\_\_\_\_ A Certificate of Liability (COI) is required for all events held at The Frederick Fairgrounds.
- \_\_\_\_\_ Any incidentals used, including but not limited to tables, chairs, crowd control barriers, ticket booths, trash dumpster use, and water use will be invoiced after the event. Payment due upon receipt of invoice.

### Certificate of Liability Insurance (COI)

1. A COI is required for all events held at The Frederick Fairgrounds. The Frederick County Agricultural Society Inc., and The Great Frederick Fair Inc, must be listed as additional insured. A minimum coverage of \$1,000,000 aggregate is required.
2. For any event involving alcohol, a \$2,000,000 minimum is required including a hold harmless liquor liability listing the Frederick County Agricultural Society Inc. and The Great Frederick Fair Inc., as additional insured. The rental client is responsible for all laws pertaining to events with alcohol and county permits required to serve on the premises. Bonded security service is required for all events selling alcohol. Bonded security service is recommended for events serving alcohol to their guests.
3. A COI must be on file 60 days prior to the date of the event.

### Check In

Rental clients may check-in for use of their contracted venue at the Administration Office in Building 3: M-F; 8:30 AM-2:00 PM, the day before your scheduled event, unless other arrangements are made. A member of the fairground's maintenance team will be on call for emergencies. You will be given their contact information at check-in. They will be your point of contact during your event.

### Check Out

Unless otherwise noted on rental agreement, rental clients have until 8am the morning after the last day of the scheduled event to complete event clean up and return all keys to the lock box, located outside of the Administration Office, Building 3. All areas must be cleaned and all trash removed by the rental client.

\_\_\_\_\_ Date Contract/ Letter/ Rental information mailed

# PROPERTY GUIDELINES



Thank you for selecting the Frederick Fairgrounds, to be the site of your next event! The following information will be helpful to you during setup and teardown times as well as during the actual run of your event. For weekend assistance, please contact our on-call Maintenance Division that will be given to you at check-in.

- **A complete check-in and check-out procedure will be done with you by our Maintenance Staff.** Each building/location of use will be inspected by you and our staff prior to possession, and following the event clean up.
- **Fire lane designations are to be observed at all times.**
- **Smoking is NOT permitted inside the facilities or restrooms at ANY time.** Smoking is permitted in pre-approved designated outside locations only. This restriction also includes e-Smoking. See your fairgrounds coordinator for details.
- **Exit doors are not to be blocked at any time with curtains, barrier, equipment, vendor booth or drapes, as approved by the Maryland State Fire Marshal's Office.**
- **Electric panel box areas are not to be blocked at any time with curtains, barrier, equipment, or vendor booth.**
- **Rental clients may not obstruct sponsor banners and signage.**
- **Rental clients and their attendees must stay within the parameters of the space rented.**
- **Tape, nails, staples or any other adhering material to walls, floors, ceiling are not to be used.** If damages occur, clients will be invoiced for all expenses involved in the repair or replacement of damaged property. No portable or attached equipment or accessories i.e., electric, plumbing, sound system, are to be damaged in any way or removed from the premises of The Frederick Fairgrounds venue. Magnets to cover windowed doors are recommended.
- Our Fairgrounds/buildings are a **Drug Free** facility. **DRUGS ARE PROHIBITED ON THE FAIRGROUNDS THIS INCLUDES MEDICAL MARIJUANA, CANNABIS, CANNABINOIDS, CBD OIL, HEMP OIL/MEDICINE AND ANYTHING RELATED.**
- **The Frederick Fairgrounds reserves the right to inspect any, and all events held at its facility.**
- **Clients are responsible for the clean-up of the grounds/buildings/tables and chairs immediately following scheduled event.** If area(s) are not cleaned satisfactorily, clients will be invoiced separately for clean-up a **minimum** of \$250.00.
- **All trash is to be emptied in proper designated waste receptacles.** If client requires a dedicated roll-off, prior arrangements are warranted.
- **No alcohol is permitted on the fairgrounds without prior acknowledgment and permission from the Administration Office and proper permitting from the Frederick County (MD) Liquor Board. Deanovich Security is required to be used for all events with alcohol opened to the public. Phone number 1-866-476-1703**
- **Keys to the facilities are to be placed in the gray box outside of Bldg. 3 once your event cleanup is complete.** Keys that are lost by the client will be replaced at the expense of the contract signer.
- **Water conservation practices are to be used at all times.** Events using excess water amounts will be invoiced at a flat rate of \$800.00 per 5,000 gallons.

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*Thank you for your time and attention to these highlights. When in question, please refer to the contract.*



## Building Guidelines Checklist

- ✓ **To eliminate unnecessary dust and exhaust fumes, construction of booths requiring power tools should be made outside.**
- ✓ Booths/exhibits utilizing hardscaping landscape materials and waterfall features must have prior approval by The Great Frederick Fair management before construction
- ✓ **No mulch/ dirt/ sand/ stones/ etc. in this building**
- ✓ Use of paint, chalk and/or duct tape on floors or walls is prohibited; however, marking of booth spaces with blue painter's or electrical tape that does not leave a residue is permissible
- ✓ **Use of the following items inside the building is prohibited:**
  - Forklift
  - Skid-loader
  - Leaf blower
  - Vehicles of any sort (including golf carts)
- ✓ Hand carts with rubber casters/wheels are permissible
- ✓ **No tape / nails/ screws/ fasteners of any kind allowed on walls, windows or doors Magnets are acceptable on metal doors.**
- ✓ No items can be suspended from the ceiling
- ✓ **Tables and chairs must have non-marking /scratch-free feet**
- ✓ Use of pipe and drape is permissible
- ✓ Cooking is only to be done in building 10

Questions concerning these guidelines, or items not covered in these guidelines, should be directed to Michele Lowe, Rental Coordinator of *The Great Frederick Fair dba The Frederick Fairgrounds*.

You may call 301-663-5895 or email [mlope@thegreatfrederickfair.com](mailto:mlope@thegreatfrederickfair.com)

**Please complete and return this form.**  
**Thank you!!**



So that we may assist you in providing accurate information about your event on our website calendar and preparation for the day of your event, please complete this form and return it to the Administration Office with your signed contract and deposit.

**Name and address of All Organization(s) involved with Event:**

\_\_\_\_\_

**Event Name & Purpose of Event:** \_\_\_\_\_

**Event Date (s):** \_\_\_\_\_ **Event Hours:** \_\_\_\_\_

**Building (s):** \_\_\_\_\_

**Event Contact Person:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Contact Person address:** \_\_\_\_\_

**Scheduled activities during the event:** \_\_\_\_\_

\_\_\_\_\_

**Admission fee:** \_\_\_\_\_ **Estimated Number of participants:** \_\_\_\_\_

**Maximum Number of participants expected at any one time:** \_\_\_\_\_

**Tables: Y/N (if yes) #** \_\_\_\_\_ **Chairs: Y/N (if yes) #** \_\_\_\_\_ **ATM needed: Y/N**

**Event open to public: Y/N** **Invited guests only: Y/N** **Selling Alcohol: Y/N**

**Which Gates will you use: (circle all that apply) 1 2 3 4 5 6** **Are you charging for parking: Y/N**

**Website Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**References (Name & email):** \_\_\_\_\_

**Name of 3 facilities and address you have had events:** \_\_\_\_\_

\_\_\_\_\_