



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) and **copy of Permit is due 60 days prior to your event.**
- \_\_\_\_\_ 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) and copy of permit is due 60 days prior to your event.
- \_\_\_\_\_ A Certificate of General Liability (COI) is required for all events held at The Frederick Fairgrounds and due 60 days prior to your event.
- \_\_\_\_\_ 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 for your 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.

## Facility Rules & Event Requirements

- A complete **check-in and check-out inspection** will be conducted with the Maintenance Staff. Each building or rented location will be inspected prior to possession and again following event cleanup.
- **Loading and unloading of equipment is prohibited between 10:00 p.m. and 7:00 a.m. (City ordinance)**
- **Fire lanes, hydrants, and fire department connections must remain clear at all times.**
- **Exit doors, exit signs, and electrical panels may not be blocked or obstructed** in any manner, including by curtains, barriers, equipment, vendor booths, or draping, per the Maryland State Fire Marshal's Office.
- The Fairgrounds are located within city limits; the **city noise ordinance is from 10:00 p.m. till 7:00 a.m.**
- Rental clients may not obstruct **sponsor banners or signage.**
- Rental clients and attendees must remain **within the boundaries of the rented space.**
- Rental clients are responsible for **turning lights on and off and locking/unlocking doors** to their rented areas.
- Any **damage to facilities or restrooms** will be the responsibility of the rental client.
- **Tape, nails, staples, or any other adhesive materials** may not be used on walls, floors, or ceilings.
  - If damage occurs, clients will be invoiced for all repair or replacement costs.
  - No portable or attached equipment (including electrical, plumbing, or sound systems) may be damaged or removed from the premises.
  - **Magnets are recommended** for covering windowed doors.
- **Smoking and e-smoking are strictly prohibited** inside all facilities and restrooms. Smoking is permitted only in **pre-approved outdoor designated areas.** Please see your Fairgrounds Coordinator for details.
- The Fairgrounds are a **drug-free facility. All drugs are prohibited**, including medical marijuana, cannabis, cannabinoids, CBD oil, hemp oil, and any related products.
- **Alcohol is not permitted** without prior approval from the Administration Office and proper permitting from the Frederick County (MD) Liquor Board (301-600-2984).
  - Events serving alcohol must have **continuous security coverage** for the duration of the event.
  - Once security leaves, the event must conclude and all attendees must vacate the venue.
  - Events may not extend beyond the scheduled end time of the security contract.
  - Approved security providers include:
    - K17 Security: 301-807-4814
    - The Taisey Agency: 240-246-3693
    - Deanovich: 866-476-1703
- Events utilizing **tents** must obtain approval from the Fire Marshal at 301-600-1479.
- The Frederick Fairgrounds reserves the right to **inspect any and all events** held at the facility.
- Clients are responsible for **immediate post-event cleanup** of all grounds, buildings, tables, and chairs.
  - Unsatisfactory cleanup will result in a **minimum \$300 cleaning fee.**
- All trash must be disposed of in **designated waste receptacles.** If a roll-off dumpster is required, **prior arrangements must be made.**
- All equipment and materials must be **fully removed and the area cleaned** by the move-out date listed in the agreement to accommodate the next scheduled event.
- **Keys must be returned** to the gray box outside Building 3 after event cleanup. Lost keys will be replaced at the expense of the contract signer.
- **Water conservation practices must be observed at all times.** Events using excessive water will be invoiced **\$800 per 5,000 gallons.**

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



## 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:** \_\_\_\_\_

\_\_\_\_\_