

Grounds/Facilities Use Application and Policies

The Sandwich Fair Association
 POB 161, 7 Wentworth Hill Rd.
 Sandwich, NH 03227

Email: info@thesandwichfair.com; Tel: 603 284 7062



Name of group or organization: _____

Type of Organization (circle one): For Profit (usage fees apply) Non-Profit (donation encouraged)

Contact: _____ Phone: _____ Email: _____

Mailing Address: _____

What is the activity/event you are planning? _____

Will you charge a fee for participation? No Yes If yes, how much? _____

What is the purpose of the activity? _____

Requested date(s) [please include set-up/breakdown days if required]: _____

Please circle your preferred area and/or building:

| Grounds | Barns (\$150) | Buildings | Show/Pulling Rings (\$300) | Other Structures |
|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Lake Road Parking | Cattle Sheds | Hodge (\$200) | Animal Show Ring | Stage (\$500) |
| Athletic Fields | Sheep/Goat | Smith (\$200) | Horse Show Ring | 4-H Booth (\$150) |
| Woodland Paths | Oxen Barn | Vegetable (\$150) | Horse Logging | Campsite: \$25/night |
| Midway Field (\$200) | <i>Other: explain below</i> | Burrows (\$200) | Oxen Ring | (incl. water, elec) |
| Agricultural Area | | Craft/Peaslee (\$300) | Sheep/Goat Ring | <i>Other: explain below</i> |
| <i>Other: explain below</i> | | <i>Other: explain below</i> | <i>Other: explain below</i> | |

Other: _____

Note: 50% deposit due with application. The deposit is fully refundable if the building is returned in the condition it was received. Cancellations are refundable with three week notice

Special Needs (please circle those that apply and indicate where needed):

| | |
|--------------------------------------|-----------------------|
| Water Where? | Exhibit Tables Where? |
| Electric Where? | Picnic Tables Where? |
| RV Water Where? | Plastic Chairs Where? |
| Other special needs? Please explain: | Wooden Benches Where? |

Note for RV/Camping Clubs: Anticipated number of vehicles: _____

A Certificate of Insurance (COI) is required as soon as possible, and must include:

- date of issue and expiration
- name of insurance agent (called the producer)
- name of insured
- name of company holding coverage
- policy number
- include liability limits of \$1m - each occurrence, and \$2m - general aggregate
- "The Sandwich Fair Association, its directors and employees" must be listed as an Additional Covered Parties on COI

The Sandwich Fair Association does not provide staff, security, restrooms, or telephone/internet/wifi services. Applicant shall use contractors/service providers approved by The Sandwich Fair Association. User is liable for contractor and other third-party expenses.

If this application is accepted, user agrees:

- To use/access only the approved area(s)
- Remove trash and all other event related items must by end of usage date noted above
- Return equipment to identified storage/holding area(s)
- Portable toilets to be provided by applicant
- To pay for all damage to building(s) and equipment
- Forfeit deposit if requirements are not met

By signing below, applicant agrees to indemnify and hold harmless, from and against all liability, The Sandwich Fair Association, its members, employees, officers, and directors, from any liability and expense, including legal fees by reason of liability for personal injury or property damage which may be caused by or incurred by any person or group attending your event. The applicant also agrees that in the event of any damage, loss, or injury to the facilities or to any property of equipment the The Sandwich Fair Association may charge for the full amount of such damage or loss. Your signature confirms your agreement to all terms and conditions as set forth and implied in this document.

Name (print): _____

Name (signature): _____

Date: / /20__

Please return this form with 50% deposit **and** your Certificate of Insurance to the address or email noted at the top of page 1.

Thank you for considering The Sandwich Fairgrounds for your event!

| |
|--|
| SFA Office Use Only: Approved by: _____ Date: / /20 |
|--|