



Event Rental Application
Sauck County Agricultural Society, Inc.
PO Box 467
Baraboo, WI 53913

www.saukcountyfair.com info@saukcountyfair.com

All information on the application, relevant to your event, must be completed
This application is used for all events, disregard items not applicable to your event.

Event venue preferred:

- | | |
|--|--|
| <input type="checkbox"/> Commercial Building | <input type="checkbox"/> (JLP) John Litscher Pavilion-no kitchen |
| <input type="checkbox"/> Grandstand Area | <input type="checkbox"/> (JLP) John Litscher Pavilion with Kitchen |
| <input type="checkbox"/> Progress Hall | <input type="checkbox"/> Horse Barn Building #19 |
| <input type="checkbox"/> Badger Building | <input type="checkbox"/> Livestock Hoop Barn |
| <input type="checkbox"/> Grandstand Area | <input type="checkbox"/> Project Building (list bldg number) |

Primary event contact: _____

Primary event contact email: _____

Primary event mailing address: _____

Primary event phone number _____ Cell: _____

Name of event: _____

Organization (s) or private person sponsoring/putting on event:

Is the Organization tax exempt? If yes, we will need a copy of the tax-exempt form.

Event Web site: _____

Event date request: _____

Event Start Time: _____ Event End Time: _____

Will you need to set up the day before the event? Yes No (time _____)

Will you need to break down the day after the event? Yes No

Secondary event contact name: _____

You must provide a primary and secondary event contact for your event.

Secondary event contact e-mail address: _____

Secondary contact mailing address: _____

Secondary contact phone number: _____ Cell: _____

Should the secondary contact be listed on the contract? _____

Projected event attendance: _____

Will you? _____ Sell alcohol _____ Give alcohol away _____ No alcohol involved.

Will you? _____ Sell Food _____ Give food away _____ No food involved.

Will you sell merchandise? _____ Yes _____ No

Will you have airborne objects at your event? _____ Yes _____ No

Will you have amplified music at your event? _____ Yes _____ No

Will you have animals at your event? _____ Yes _____ No

Will you need portable toilets at your event? _____ Yes _____ No

Will you need a sound system at your event? _____ Yes _____ No

Will you need manure removal? _____ Yes _____ No

Description of event (be complete listing all plans, bouncy houses, vendors, food trailers, etc.)

Parking and traffic plan (for public events):

Other important information we should know.

Has the City of Baraboo been contacted for any Public Event Permit? _____

Please, submit application to info@saukcountyfair.com or mail to Sauk County Agricultural Society, Inc. P.O Box 467, Baraboo, WI 53913, or call 608-356-8707.

Primary event contact signature

Date

Secondary event contact signature

Date

Reminder: Please complete all information requested. Your application will not be considered if incomplete.

Thank you! You will be contacted after receiving your application.

For questions you may contact us at info@saukcountyfair.com or by phone at 608-356-8707.