



VENTURA COUNTY FAIRGROUNDS

10 W. Harbor Blvd., Ventura, CA 93001 • (805) 648-3376 • Fax (805) 648-1012
www.venturacountyfair.org

APPLICATION FOR RENTAL OF FACILITIES

Please complete both sides of this form and return it to the Sales Department.

Company/Organization Name _____ Tax I.D.# _____

Event Name _____ Type of Event _____

Website Address _____

Contract Signatory _____

Address _____ City/State/Zip _____

Telephone (_____) _____ Fax (_____) _____ E-mail _____

Event Manager _____

Telephone (_____) _____ Fax (_____) _____ E-mail _____

Estimated Attendance _____ Estimated # of Exhibitors _____

Event Date(s) _____ Hours _____

Event Description _____

Move in Date _____ Hours _____

Move-Out Date _____ Hours _____

Open to the Public yes ____ no ____

Admission Prices Adults _____ Children _____ Seniors _____

Discounts _____

Tickets Available At _____

Any and all products to be featured or offered at event _____

If this is your first event at Ventura County Fairgrounds, please provide references, including facilities used for other events.

_____ Phone _____ Contact _____

_____ Phone _____ Contact _____

_____ Phone _____ Contact _____

Security Services are required for all events, and are based upon the type of event and attendance.
 Insurance is required for all events held at Ventura County Fairgrounds. You may provide your own certificate of insurance or purchase it from C.F.S.A. through Ventura County Fairgrounds.

I understand that this application in no way guarantees or holds any facility for an event and that I will be notified, by issuance of a contract from Ventura County Fairgrounds, if my application has been accepted.

I also understand that an event cannot be advertised or promoted until written confirmation from Ventura County Fairgrounds has been received.

I certify that I have read and understand the Facility Rental Policies & Regulations.

Signed _____ Date _____

FACILITIES REQUESTED

- | | | |
|---|---|---|
| <input type="checkbox"/> Anacapa Hall | <input type="checkbox"/> Morgan Equestrian Center | <input type="checkbox"/> Lot A (Main Lot) |
| <input type="checkbox"/> Callahan Hall | <input type="checkbox"/> The Courtyard | <input type="checkbox"/> Lot B |
| <input type="checkbox"/> McBride Hall | <input type="checkbox"/> Main Gate Park | <input type="checkbox"/> Lot C |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Seabreeze Square | <input type="checkbox"/> Lot D |
| <input type="checkbox"/> San Miguel Hall | <input type="checkbox"/> Anacapa Green | <input type="checkbox"/> Derby Club |
| <input type="checkbox"/> San Nicolas Hall | <input type="checkbox"/> Gardenside Square | <input type="checkbox"/> North Shore Room |
| <input type="checkbox"/> Santa Cruz Hall | <input type="checkbox"/> Channel Islands Plaza | <input type="checkbox"/> South Shore Room |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Pacific Arena | <input type="checkbox"/> Directors' Room |
| <input type="checkbox"/> Santa Rosa Hall | | <input type="checkbox"/> Surfside Room |
| <input type="checkbox"/> Kitchen | | <input type="checkbox"/> Island View Room |

SERVICES & EQUIPMENT

If Fairgrounds is going to set your event a layout must be provided 2 weeks in advance of event.

10' X 10' Exhibit Space
 (includes back drape, side drape, table, chairs, & 500 wts per space)

- Powered Equipment (including operator)
 Fork Lift Scissor Lift Tractor Water Truck
 Staging size(s) _____
 Risers 4' x 8' x 18"
 Pipe and Drape (back only, Black & White)
 Tables (please indicate quantity)
 8' x 30" rct 5' round picnic
 Chairs _____ (please indicate quantity)
 Plants/Nursery Services
 Electrical (specify requirements) _____

- Labor Services
 Set Up by Renter Fairgrounds
 Teardown by Renter Fairgrounds

- Security Services (required)
 Event Attendant(s) (required)

- Catering
 Ovations
 other*
 (*PRIVATE EVENTS ONLY, UPON APPROVAL BY ASSOCIATION)

- PA System
 Podium _____ tabletop _____ standing
 Dance floor size _____
 Portable Toilets
 Fencing (14' sections)
 Bicycle Barricades (8' panels)

- Concessions Request (no charge to client)
 Food
 Beer/Wine
 Full Bar