



Humboldt County Fair Association
 1250 5th Street
 Ferndale, CA 95536
 Ph: 707-786-9511
humcofairentries@frontiernet.net
www.humboldtcountyfair.org

OFFICIAL USE ONLY

Date Received _____

Initials _____

USE APPLICATION FOR EVENTS TO BE HELD AT THE HUMBOLDT COUNTY FAIR & EVENT CENTER
MINOR AND MAJOR EVENTS

Applicant Information *(To be completed by the applicant)*

Primary Applicant Contact Name (First Last) _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

Mobile _____ Website _____

Organization Information

Nonprofit ID _____ Phone Number _____

For Profit EIN _____ Circle One: Individual Partnership Limited Liability Partnership Other

Nonprofit or Company Name _____

Address _____ City _____ State _____ Zip _____

Event Information

Title	Event Time		
		Date Start	Date End
Event Date(s)	Setup		
Estimated Attendance	Event		
Youth:	Adults:	Breakdown/Clean	

Proposed Activities During Event (Describe)

Event Location(s)

Event Coordinator – Onsite during event (First, Last name) _____

Phone _____

Cell Phone: _____

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Yes No

1.		Has this event been held before?	Number of Years	
2.		Is this a charitable fundraiser?	For What Cause	
3.		Is there an admission fee?	Admission tax fees may be applicable	
4.		Will you be selling merchandise?	Subject to commercial use fee	
5.		Will alcohol be sold or served	Beer <input type="checkbox"/>	Wine <input type="checkbox"/> Alcohol <input type="checkbox"/>
<i>ABC Permit will be required. Event Coordinator is responsible for coordination with County of Humboldt and Ferndale Police Department.</i>				
6.		Will food be sold or served?	Prepared Off Site <input type="checkbox"/>	Prepared Onsite <input type="checkbox"/> Other <input type="checkbox"/>
<i>Food service may need to be approved by the City of Ferndale or County of Environmental Health Inspector</i>				
7.		Will you be cooking onsite?	Wood/Charcoal BBQ <input type="checkbox"/>	Other <input type="checkbox"/> Site Kitchen <input type="checkbox"/>
8.		Will banners/signs be used?	Restrictions?	
9.		Will electricity be needed?	Attach Description	
10.		Will any generators be used?	Attach Description	
11.		Will you be setting up a stage?	(W x L x H) and Details	
12.		Will first aid monitors be provided?	Specify number of monitors and/or stations	
13.		Will reserved parking be requested?	Specify Parking Lot and estimated spaces	
14.		Will on-street parking be needed?	Identify Street Name & times.	
<i>Note: Some events may be required to be approved by the City of Ferndale.</i>				
15.		Will security or police services be needed?	Description	
<i>Note: Some events will be required to have onsite Security, with approval by the Ferndale Police Dept.</i>				
16.		What is your restroom facility plan?	Describe	
<i>Note: Depending on the event, one (1) portable restroom for every 1,000 people may be required, with not less than 10% being ADA compliant.</i>				
17.		What is your garbage/recycling plan?	Describe	
18.		Will sound amplification be used?	Describe	
19.		Have you read, considered, and agree to abide by rules and regulations for sound amplification.		
20.		Major Event Requirements: (HC Conditional Use PLN – 2019-17561)		
		A. Traffic Plan – Depending on event size, a Traffic Management Plan may be required.		
		B. Sound Barrier(s) – Depending on event type, sound barriers may be required.		
		C. Acoustic Treatment – May require installation		
		D. Outdoor Concerts Shall End by 10 PM.		
		E. Nighttime Event Lighting – required to be directed towards ground and shielded.		
		F. Dust Control – Use of racetrack may require water or other dust suppressants.		
		G. Noise Measurements – All outdoor concerts and motorcycle events will require noise monitoring by a certified professional.		
		H. Submittal of Information for Annual Report to HCFA General Manager.		

****If you marked "yes" to any question above, please use additional pages to expand and provide additional details as needed****

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Equipment & Audio Visual Utilized

<input type="checkbox"/>	Tables (Quantity and Type)	Description
<input type="checkbox"/>	Chairs (Quantity and Type)	Description
<input type="checkbox"/>	Other	Description
<input type="checkbox"/>	Speakers and Mics	
<input type="checkbox"/>	Music and/or Band	# of players/pieces description
<input type="checkbox"/>	Other (Quantity and Type)	Description

Other Pertinent Information not listed above:

APPLICATION SUBMITTAL AGREEMENT

A completed application package, with associated forms identified below, are required for permit consideration. Completed applications include:

<input type="checkbox"/>	Application Form
<input type="checkbox"/>	Site Plan/Map (including location markers and general layout)
<input type="checkbox"/>	Security and Traffic Safety Plans
<input type="checkbox"/>	Business & Marketing Plan
<input type="checkbox"/>	Non-Refundable Application Fee

The undersigned, responsible individual, acting as representative of the organization applying for an Event agreement, certifies that the above information is correct, agrees to pay the required fees thirty (30) working days prior to the Event, and meet all Event requirements at least five (5) working days prior to the Event, agrees to obtain adequate Event insurance coverage, including coverage from outside vendors, agrees to obey rules and regulations as provided, and assumes full personal and financial responsibility for any damages sustained to the buildings, grounds, furniture or equipment, and for the acts and conduct of all persons on the premises at the time of the event.

The undersigned, responsible individual, and organization designated above, jointly and severally agrees to hold Humboldt County Fair Association, it's employees, agents, volunteers, and any other person, firm or corporation charged or chargeable with responsibility or liability, free and harmless from any and all claims, demands, damages, costs, expenses, loss of service, action and causes of action by any person or persons, for injuries to persons or loss or damages to property occasioned by or arising out of the use of the facilities, equipment and premises of the Humboldt County Fair Association.

By signing this application, I declare, under penalty of perjury, that the information contained in the foregoing application is true and correct to the best of my knowledge and understanding.

Name of Applicant (Print) _____

Signature: _____

Date: _____

Application, including completed attachments, and fees must be submitted to the Humboldt County Fair Association. Checks must be made payable to the Humboldt County Fair Association.

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ATTN: Event Applications
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