



Humboldt County Fair Association  
 1250 5<sup>th</sup> Street  
 Ferndale, CA 95536

(707) 786-9511  
[frontdesk@humboldtcountyfair.org](mailto:frontdesk@humboldtcountyfair.org)  
[www.humboldtcountyfair.org](http://www.humboldtcountyfair.org)

*\$25.00 Application Fee due when turning in application*  
*\$50.00 Administration Fee due if event is accepted*

**ROOM RENTAL APPLICATION**

*USE APPLICATION FOR EVENTS TO BE HELD AT THE HUMBOLDT COUNTY FAIR & EVENT CENTER*

**Applicant Information.**

Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Website: \_\_\_\_\_  
 Business Name: \_\_\_\_\_

**Facility Room(s) Requested.**

<u>Belotti Hall</u> <input type="checkbox"/> Room <input type="checkbox"/> Kitchen <input type="checkbox"/> Both	<u>Turf Club</u> <input type="checkbox"/> Room <input type="checkbox"/> Kitchen <input type="checkbox"/> Both	<u>Friendship Square</u> <input type="checkbox"/> Stage, Yard, Room, Kitchen <input type="checkbox"/> Stage & Yard <input type="checkbox"/> Room & Kitchen <input type="checkbox"/> Room <input type="checkbox"/> Kitchen	<input type="checkbox"/> Art Building <input type="checkbox"/> Flower House <input type="checkbox"/> Dairy Judging Barn	<input type="checkbox"/> Hindley Hall <input type="checkbox"/> Covered Arena
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**Event Information.**

**Backup Dates.**

Event Type:	Event Setup Date:	Setup Timeframe:	
Estimated Attendance:	Event Date:	Event Timeframe:	
	Teardown Date:	Teardown Timeframe:	

**Event Coordinator:**

Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

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Proposed Activities During Event (Describe).

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YES	NO		
		Has this event been held here before?	
		Is this a charitable fundraiser?	For what cause:
		Do you need an area for a dance floor?	
		Will you use the stage? <i>(BELOTTI ONLY)</i>	
		Would you like to use HCFA's podium?	
		Will decorations be installed?	<i>Please consult terms, rules, and regulations regarding specific decorating requirements</i>
		Is this event open to the public?	
		Will there be an admission charge?	If so, how much? \$
		Will food/refreshments be served?	
		Will alcohol be sold or served? <i>ABC Permit may need to be approved by the City of Ferndale or County of Humboldt Environmental Health Inspector</i>	Beer                      Wine                      Liquor
		Will food be sold or served?	Prepared Offsite                      Prepared Onsite                      Other
		Will you be setting up a stage?	(W x L x H) and Details
		Will music / bands be playing?	Description:
		Will security or police services be needed? <i>Some events will require onsite security, with approval from Ferndale Police Depart.</i>	
		Will there be vendors at this event?	
		Will sound amplification be used?	
		Will you be purchasing HCFA insurance?	<i>If no, you must provide proof of insurance</i>

**ALL EVENTS MUST HAVE A GARBAGE PLAN, NO TRASH IS ALLOWED TO BE LEFT ON GROUNDS**

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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 at time of contract signing, and meet all Event requirements at least thirty (30) calendar days prior to the Event, agrees to obtain adequate Event insurance coverage, including coverage from outside vendors, agrees to obey rules and regulations 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.

Events canceled by The Renter more than 6 months in advance are subject to a full refund minus the \$200 initial payment to hold the date. Events canceled between 3-6 months are subject to a partial refund up to 50%.

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) \_\_\_\_\_ Date \_\_\_\_\_

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.

**Humboldt County Fair Association**

ATTN: Event Applications

1250 5th Street

Ferndale, CA 95536

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