

2018 PROPERTY GUIDELINES



Thank you for selecting the Frederick Fairgrounds, to be the site of your next event! The following information will be helpful to you during setup and teardown times as well as during the actual run of your event. For weekend assistance, please contact our on-call Maintenance Division that will be listed in your check-in packet.

- **A complete check-in and check-out procedure will be done with you by our Maintenance Staff.** Each building/location of use will be inspected by you and our staff prior to possession, and following the event clean up. A copy of the event check-in and check-out form will be mailed with your final invoice.
- **Fire lane designations are to be observed at all times.**
- **Smoking is NOT permitted inside the facilities or restrooms at ANY time.** Smoking is permitted in pre-approved designated outside locations only. This restriction also includes e-Smoking. See your fairgrounds coordinator for details.
- **Exit doors are not to be blocked at any time with curtains, barrier, equipment, vendor booth or drapes, as approved by the Maryland State Fire Marshal's Office.**
- **Electric panel box areas are not to be blocked at any time with curtains, barrier, equipment, or vendor booth.**
- **Tape, nails, staples or any other adhering material to walls, floors, ceiling are not to be used.** If damages occur, clients will be invoiced for all expenses involved in the repair or replacement of damaged property. No portable or attached equipment or accessories i.e. electric, plumbing, sound system, are to be damaged in any way or removed from the premises of The Frederick Fairgrounds venue. Magnets to cover windowed doors are recommended.
- **The Frederick Fairgrounds reserves the right to inspect any, and all events held at its facility.**
- **Clients are responsible for the cleanup of the grounds immediately following scheduled event.** If area(s) are not cleaned satisfactorily, clients will be invoiced separately for cleanup a **minimum** of \$150.00, plus 20 percent additional administrative charge.
- **All trash is to be emptied in proper designated waste receptacles.** If client requires a dedicated roll-off, prior arrangements are warranted.
- **No alcohol is permitted on the complex without prior acknowledgment and permission from the Administration Office and proper permitting from the Frederick County (MD) Liquor Board.**
- **Keys to the facilities are to be placed in the gray box outside of Bldg. 3 once your event cleanup is complete.** Keys that are lost by the client will be replaced at the expense of the contract signer.
- **Water conservation practices are to be used at all times.** Events using excess water amounts will be invoiced at a flat rate of \$670.00 per 5,000 gallons.

Thank you for your time and attention to these highlights. When in question, please refer to the contract.

**Please complete and return this form
with your signed contract &
Deposit. Thank you!!**

THE **F**REDERICK **F**AIRGROUNDS



So that we may assist you in providing accurate information about your event on our website calendar, please complete this form and return it to the Administration Office at least 60 days prior to your event opening.

Event Name: _____

Event Date (s): _____

Event Hours: _____

Building (s): _____

Event Contact Person: _____ **Phone #** _____

Scheduled activities during the event: _____

Admission fee: _____

Tables: Y/N (if yes) # _____ **Chairs: Y/N (if yes) #** _____ **ATM needed: Y/N**

Event open to public: Y/N **Invited guests only: Y/N** **PA system (sound): Y/N**

MP3 hook-up: Y/N **Microphone with/without (circle one) stand: Y/N** **Sound Outside: Y/N**

Which Gates will you use: (circle all that apply) 1 2 3 4 5 6 **Are you charging for parking: Y/N**

Microphone in which bldg.? _____ **Sound goes to which bldgs.?** _____

Website Address: _____

Email Address: _____

The *Frederick Fairgrounds* ... Home of The Great Frederick Fair • P.O. BOX 604 • Frederick, MD 21705 •



301-663-5895; (FAX) 663-9719

www.thegreatfrederickfair.com





Event Name: _____

Event Date: _____

Event Check List

- _____ Contract: Sign and return the rental agreement.
- _____ A 25% deposit is due upon signature. The deposit secures the date and venue for your events.
- _____ 60 days prior to the scheduled date of event, balance is to be paid in full.
- _____ 60 days prior to your event, \$500 escrow is due. The escrow is refundable after the event.
- _____ Checks payable to: The Great Frederick Fair Inc.
- _____ Complete and return the Event Information sheet. This is used to promote your event.
- _____ If selling alcohol, a liquor permit is required: www.frederickcountymd.gov/liquor
- _____ If your event exceeds attendance of 1999 people, a large event permit is required:
www.cityoffrederick.com
- _____ A Certificate of Liability (COI) is required for all events held at The Frederick Fairgrounds.
- _____ Any incidentals used, including but not limited to tables, chairs, crowd control barriers, ticket booths, trash dumpster use and water use will be invoiced after the event, due 30 days from date of invoice.

Certificate of Liability Insurance (COI)

1. A COI is required for all events held at The Frederick Fairgrounds. The Frederick County Agricultural Society Inc., and The Great Frederick Fair Inc, must be listed as additional insured. A minimum coverage of \$1,000,000 aggregate is required.
2. For any event involving alcohol, a \$2,000,000 minimum is required including a hold harmless liquor liability listing the Frederick County Agricultural Society Inc. and The Great Frederick Fair Inc., as additional insured. The rental client is responsible for all laws pertaining to events with alcohol and county permits required to serve on the premises. Bonded security service is required for all events selling alcohol. Bonded security service is recommended for events serving alcohol to their guests.
3. A COI must be on file 30 days prior to the date of the event.

Check In

Rental clients may check-in for use of their contracted venue at the Administration Office in Building 3: M-F; 8:00 AM-4:00 PM, the day before your scheduled event, unless other arrangements are made. A member of the fairgrounds maintenance team will be on call. You will be given their contact information at check-in. They will be your point of contact during your event.

Check Out

Unless otherwise noted, rental clients have until the morning after the last day of the scheduled event to complete event clean up and return all keys to the lock box, located outside of the Administration Office, Building 3. All areas must be cleaned and all trash removed by the rental client.

_____ Date Contract/ Letter/ Rental information mailed