



El Dorado County Fair & Event Center

A 501 c 3 Nonprofit | 100 Placerville Drive, Placerville CA 95667 | Office: Monday - Friday | (530) 621-5860 | eldoradocountyfair.org

Event Name (or description): _____ Today's Date: _____

Organization/Business Name: _____ Non-profit: YES ☐ NO ☐

Contact Person(s): _____ Title: _____

Person Signing Contract: _____ Title: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Event Info # (for the public): _____

Email: _____

Estimated Attendance: _____ Est. out of County Attendance: _____ Est. RVs: _____ Est. Hotel Rooms: _____

Will you have vendors selling food/merchandise on grounds? YES ☐ NO ☐ (Concessionaires must fill out a form from the Fair Office.)

Date(s) First Choice: _____ Date(s) Second Choice: _____

Setup Time (Arrival): _____ Teardown Time (Departure): _____

Beginning Time of Event: _____ Ending Time of Event: _____

Building/Area (Select all that apply to your reservation)

☐ American Legion Oak	☐ Concession Stand #15	☐ Marshall Reception Hall WITH KITCHEN	☐ Organ Room Lawn Area
☐ Avenue Blacktop	☐ Corker Building	☐ Marshall Reception Hall WITHOUT KITCHEN	☐ Pavilion D
☐ Back Lawn	☐ Henningsen Arena Equestrian Use Only	☐ Milton Pavilion Equestrian Use Only	☐ Plaza
☐ Capital Bar	☐ Main Lawn including Apple Tree & Beer Tree	☐ Old Hangtown Saloon	☐ Vicini Family Pavilion A & B
☐ Chuckwagon Kitchen	☐ Mark D Forni WITH Kitchen	☐ Old Hangtown Saloon Stage	☐ Wine Garden
☐ Concession Row Blacktop	☐ Mark D Forni WITHOUT Kitchen	☐ Organ Room	

Services/Amenities (See what is included with building rental and then elect all that apply to your reservation.)

- | | | | |
|--|--|---|--|
| ☐ Art Panels (gray) (3' X 7') # _____ | ☐ Chairs Outdoor # _____ | ☐ Pens Horse (12' X 12') # _____ | ☐ Tables – cocktail # _____ |
| ☐ Audio/Visual System (Forni Bld. only) | ☐ Dumpster # _____ | ☐ Pipe & Drape # _____ | ☐ Tables - 8 ft # _____ |
| ☐ Bar (8' X 2') # _____ | ☐ 1 Yard Trashcan # _____ | ☐ Portable Radios # _____ | ☐ Tables - 6 ft # _____ |
| ☐ Bleachers Inside # _____ | ☐ PA System Portable | ☐ Propane BBQ | ☐ Tables - picnic # _____ |
| ☐ Bleachers Outside # _____ | ☐ Pens Small (5' X 5') | ☐ Stages 3' high # _____ | ☐ Tables - round # _____ |
| ☐ Chairs Indoor # _____ | ☐ Pens Large (10' X 10') | ☐ Stages 1' high # _____ | Can substitute round tables for \$3.00 per table. |

If you are planning a large event that requires the lower portion of the fairgrounds or grandstands, please phone the office at 530-621-5820 to discuss your needs and fill out the special event application. All large events will be forwarded to the Fire Marshal to determine whether your event requires a Fire Marshal Inspection and/or permit.

Marquees: Please contact office for respective forms and more details.

- ☐ Marquee (single-sided stationary - includes 4 lines of text.) Dates: _____
- ☐ Marquee (electronic – includes 3 lines of text) Date: _____

Food and Beverage: (Check all that apply)

- | | |
|---------------------------------------|--|
| ☐ Selling Food | ☐ Selling Alcohol (additional insurance required) |
| ☐ Serving Food | ☐ Serving Alcohol (additional insurance required) |
- Public Health Permit May Be Required. Contact Environmental Management: P. (530) 621-5300 F. (530) 642-1531**
2850 Fairlane Ct., Placerville, CA 95667
- ABC Permit May Be Required. Contact ABC: (916) 419-1319**
2400 Del Paso Road, Suite 155, Sacramento, CA 95834
sacramento@abc.ca.gov

There is a **\$200 deposit** required at time of application to hold your date. This will be applied to the rental fees for the event. Users of the Fairgrounds must provide a certificate of insurance in the amount of no less than \$1,000,000 combined single limits, bodily injury, and property damage, listing the State of California, the County of El Dorado, and the El Dorado County Fair Association, their agents, servants and employees as additionally insured.

Please write in the space below any additional notes or requests.