

# Essex County Fairgrounds Task Force

## Application Checklist – Essex County Fairgrounds Rental

*This application package contains the forms that are required to apply for the Rental of the Essex County Fairgrounds, as well as additional information. Please review all documents carefully and contact Lynn Donaldson at the Essex County Office of Community Resources if you have any questions. 518-873-3687*

**The following items are enclosed:**

- Fairgrounds Rental Application
- Fee Determination Schedule
- Worker’s Compensation & Disability Insurance

*The Checklist below is intended to help ensure your application is complete.*

**Please be sure to submit the following information:**

\_\_\_ Completed Essex County Fairgrounds Rental Application Form

- *your event permit will only be valid for the events specified in your application*

\_\_\_ Fee Determination Schedule

- *be sure to check **each** area being requested for your event as this will determine your rental fee*

\_\_\_ Cleaning Fee

- *\$25 for the cleaning and restocking of bathroom facilities required for your event*
- *Unless you are a fee-exempt operator/entity, please enclose check or money order payable to: Essex County Treasurer*

\_\_\_ Purpose of Event

- *Be sure to provide detailed information about the nature of your event on your application!*

\_\_\_ Worker’s Compensation Certificate (or exemption attestation)

- *Additional information enclosed*

\_\_\_ Disability Insurance Certificate (or exemption attestation)

- *Additional information enclosed*

\_\_\_ General Liability Insurance

- *MUST list Essex County as Additional Insured*

\_\_\_ Off-Site Liquor License

- *Required if alcohol will be served at your event*

**Completed application, required forms and all applicable fees (payable to Essex County Treasurer) must be received at least ten (10) days prior to event to allow for adequate processing time.**

**Please submit to:**

Lynn Donaldson  
Essex County Office of Community Resources  
P.O. Box 217  
7533 Court Street  
Elizabethtown, NY 12932