

# Essex County Fairgrounds Task Force

## USE OF ESSEX COUNTY FACILITIES PERMIT REQUEST

Instructions: Please sign this application and submit the original with a copy of your Insurance Certification naming Essex County as Certificate Holder and Additional Insured to: Essex County Community Resources, PO Box 217, Elizabethtown, NY 12932 at least 3 weeks prior to the date for which use is requested. Your receipt of a signed copy of this form shall constitute either approval or disapproval of this application.

**Any approved use shall not occur until the County has received payment of the usage fee and proof of insurance has been submitted.** The buildings and grounds will be rented "as is" so as to not incur Department of Public Works costs.

Today's Date: \_\_\_\_\_ Essex County Permit No. \_\_\_\_\_  
(County Attorney's Office will issue)

Applicant: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event time: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Buildings: \_\_\_\_\_

Purpose: \_\_\_\_\_

Estimated total number of users: \_\_\_\_\_ Are you a 501c(3) entity? Yes or no

Set-up or Clean-up Dates/times: \_\_\_\_\_

Will food be served?: \_\_\_\_\_ What are your power needs? \_\_\_\_\_

Do you need access to the water spigots?: \_\_\_\_\_

Will alcoholic beverages be served or sold?: \_\_\_\_\_ If yes, name of facility with off-premise license and liquor liability insurance policy: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

I/We agree to abide by and comply with all rules and regulations, policies and requirements established and/or imposed by Essex County, in the event this application is approved. It is understood and agreed that the use applied for, if approved, may be terminated at any time by Essex County. I/We agree to leave the premises clean and free from garbage.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**County Use Only**

Suggested Fee: \_\_\_\_\_ additional fees may be charged based upon actual use or condition of property

Approved or Not Approved \_\_\_\_\_  
Essex County Manager or Chairman

Approved or Not Approved: \_\_\_\_\_  
Essex County Superintendent of Public Works