

Mercer County Ohio Fairgrounds
Rental Application

1. Applicant Information

- **Name of Organization/Individual:** _____
- **Contact Person:** _____
- **Phone Number:** _____
- **Email Address:** _____
- **Mailing Address:** _____

2. Event Details

- **Application Date:** _____
- **Event Date:** _____
- **Event Start Time:** _____
- **Event End Time:** _____
- **Event Setup Time:** _____
- **Event Teardown Time:** _____

Venue Selection

Please select the following venues for your event at the Mercer County Fairgrounds (Please Circle):

PBS Animal Health Building

Cooper Farms Junior Fair Building

Market Hall

Cornerstone Chapel

Multi- Purpose Building

Other: _____

3. Event Description

- **Event Name/Title:** _____
- **Estimated Number or Attendees:** _____
- **Activities During the Event:**

(Please describe ALL planned activities, including entertainment, vendors, demonstrations, animals, rides, speakers/presenters, etc)

4. Facility and Additions to Rental

The following list is provided at an additional expense. For quotes on pricing, please contact the Fair Office.

Please select the following additions for your event at the Mercer County Fairgrounds (**Please Check Box**):

- | | | |
|--|--|--|
| ☐ Gazebo | ☐ Concession Trailers/Lunch Stands/ Vendors | ☐ Picnic Tables (Not Off Grounds) |
| ☐ Outdoor Cooler Trailer | ☐ Bleachers (Not Off Grounds) | ☐ Any Event with Dumpster |
| ☐ Stage (Includes Set Up & Tear Down) | ☐ Caretaker Services | ☐ Open Restroom |
| ☐ Linens (Black, White, or Ivory) | ☐ Horse Show Arena | ☐ Cattle Show Arena (Adrian DeBrosse) |
| ☐ Swine Show Arena (Coldwater Young Farmers) | ☐ Wash Rack If Needed (Cattle or Swine) | |
| ☐ Grandstand | ☐ Lights with Grandstands | ☐ Ground Rental Area #1 (Main Drive, East Side) |
| ☐ Ground Rental Area #2 (Main Drive, West Side) | | |

Please let us know 3 weeks in advance if you would like to order additional rentals by sending an email to brindler@mercercountyohiofair.com

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- Will you provide your own security: ☐ Yes ☐ No
 - Do you require security personnel? ☐ Yes ☐ No
 - If security is needed, please explain why? _____
 - Who will be the security provider? _____
 - Will the security be armed? _____
 - Describe your security plan (if applicable): _____
 - Will alcohol be served? ☐ Yes ☐ No
 - If yes, will it be open bar or cash bar? _____
 - Will first aid services be provided on-site? ☐ Yes ☐ No
-

6. Insurance and Permits

(Proof of insurance and applicable permits must be provided before the event)

- **Liability Insurance Carrier:** _____
 - **Policy Number:** _____
 - **Will you be obtaining special event permits (e.g., food, alcohol)?** ☐ Yes ☐ No
-

7. Marketing Plans

How do you plan to promote the event? (Check all that apply)

- | | | | | |
|---------------------------------------|--------------------------------|-----------------------------|---|------------------------------------|
| ☐ Social Media | ☐ Radio | ☐ TV | ☐ Flyers/Posters | ☐ Newspaper |
|---------------------------------------|--------------------------------|-----------------------------|---|------------------------------------|

☐

Website

☐

Email Campaign

☐

Invitations/Mailers

☐

Other (please specify below)

Additional details:

8. Additional Information/Special Requests

Signature of Applicant: _____

Date and Time: _____

Submitting this application does not guarantee approval. The Mercer County Fairgrounds, Inc staff, and /or board, will review your proposal and contact you to confirm details and required documentation.