

**ILLINOIS DEPARTMENT OF AGRICULTURE  
DU QUOIN STATE FAIRGROUNDS  
FACILITY USAGE APPLICATION**

Date of Application: \_\_\_\_\_, 20\_\_\_\_\_

In order to provide for those who rent the fairgrounds, we ask you to complete the following questionnaire. Authority for information requested herein is outlined in 20 ILCS 210 and in the Department's Administrative Rules pertaining to the operation of the Du Quoin State Fairgrounds. No contract will be executed for the use of the fairgrounds until all the applicable information is completed and returned to the Department. Failure to provide the requested information shall prevent this application from being processed.

Date(s) of Event \_\_\_\_\_ (list specific times on page 3)

Facility Requested \_\_\_\_\_

Name/Kind of Event \_\_\_\_\_

Name of Company or Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Contact's Phone # to be Published on Event Calendar (IF PUBLIC event only) \_\_\_\_\_

Email Address \_\_\_\_\_

Website Address www. \_\_\_\_\_

**ATTENDANCE**

What is the expected attendance? \_\_\_\_\_

Will there be an admission fee? YES NO Adults \$ \_\_\_\_\_ Children \$ \_\_\_\_\_

Will tickets be sold on the fairgrounds? YES NO

If yes, will ticket booths be needed? YES NO How many? \_\_\_\_\_ Where: \_\_\_\_\_

**BEER OR WINE**

Will beer or wine be dispensed at this event? YES NO

If yes:

- a) Will beer or wine be sold or given away? \_\_\_\_\_
- b) Host liquor insurance will be required if beer or wine is dispensed, and tickets are NOT sold.
- c) Dram shop insurance will be required if beer, wine or tickets ARE sold.
- d) If you intend to sell beer or wine or sell admission tickets to your event where beer will be distributed, **copies of City and State Liquor licenses are required.**
- e) How will beverages be dispensed? CONCESSION KEGS

Beer Trucks? YES NO If yes, how many? \_\_\_\_\_

**RAFFLE**

Will raffle tickets be sold? YES NO

**FIREWORKS**

Will fireworks be displayed? YES NO

If yes, a copy of the **Du Quoin Fire Department permit is required.**

**CONCESSIONS**

*Food concessions must complete a separate contract with the Du Quoin State Fair.*

Will concessions be operated? YES NO If yes, how many? \_\_\_\_\_

Please list concession name, address, telephone number and type. \_\_\_\_\_

Please indicate all electrical needs/requirements for concession: \_\_\_\_\_

Southern Illinois Center and Du Quoin State Fair Grandstand concessions are provided. Lessee will receive a percentage.

**CAMPERS**

*Campers are subject to towing if permit/fees are not obtained. Fairground's Security will issue permits.*

Will there be campers? YES NO If yes, approximately how many? \_\_\_\_\_

**GATES**

Will event necessitate gates other than Gate #1 to be open? YES NO

**BARNs**

Number of animals expected: Horses \_\_\_\_\_ Cattle \_\_\_\_\_ Other \_\_\_\_\_

Horse barns requested? \_\_\_\_\_

Cattle barns requested? \_\_\_\_\_

**TELEPHONE**

Will a telephone line be needed for the event? YES NO

If yes, please contact our office and request the appropriate telephone form. There are fees assessed for any telephone service provided and fees are due before the event takes place. Telephone form and payment are due at least two weeks prior to event date.

**SECURITY**

Do you have any special security requirement for your event? \_\_\_\_\_

Office Location: Administrative office, Grandstand.

**LIGHTS, HEAT, AND AIR CONDITIONING**

*Note: This information must be completed.*

If PUBLIC event, list actual hours open to public (information will be published) \_\_\_\_\_

If PRIVATE event, list actual hours of event: \_\_\_\_\_

Please specify the hours the building will need to be locked/unlocked, and when lights, heat and air conditioning will be needed:

Set up Day Date: \_\_\_\_\_ Access times: From \_\_\_\_\_ To \_\_\_\_\_

Event Days(s) Date: \_\_\_\_\_ Access times: From \_\_\_\_\_ To \_\_\_\_\_

Clean up Days Date: \_\_\_\_\_ Access times: From \_\_\_\_\_ To \_\_\_\_\_

**EQUIPMENT**

*TABLES AND CHAIRS*

Lessee is responsible for set up, take down and stacking in same condition as they were found, unless prior arrangements are made. Please indicate HOW MANY are requested:

Tables: \_\_\_\_\_ Chairs: \_\_\_\_\_ Picnic Tables: \_\_\_\_\_

If any equipment, tables, chairs, and picnic tables are damaged or missing, you will be charged the amount to replace the damaged or missing items.

*OTHER EQUIPMENT*

Limited equipment is available. There will be an individual charge for the items listed below, PLUS LABOR FEES FOR DELIVERY AND PICK UP. Please indicate HOW MANY are requested:

Aluminum bleachers (15' X 5 rows): \_\_\_\_\_

Cattle panels (10' X 5"/tie wire): \_\_\_\_\_

Barricades: \_\_\_\_\_

Caution tape: \_\_\_\_\_

Snow fence: \_\_\_\_\_

Livestock scales: \_\_\_\_\_

Risers (4' X 8') : \_\_\_\_\_

Information Booths: \_\_\_\_\_

Ticket Booths: \_\_\_\_\_

White picket fence (16' X 36') : \_\_\_\_\_

Steel posts: \_\_\_\_\_

Easel: \_\_\_\_\_

Podium: \_\_\_\_\_

**ELECTRICAL**

Please indicate needs: VOLTS: 110 OTHER  
AMPS: 30 60 100

**PLUMBING/HVAC**

*During cold months, water may not be turned on in a specific location.*

Will water troughs be needed for show? YES NO If yes, how many troughs? \_\_\_\_\_

Location of concessions: Will concessions need water? YES NO

Other plumbing needs: \_\_\_\_\_

What temperature do you want the building to be for your event? \_\_\_\_\_

**SOUND/SPEAKER SYSTEM**

Sound and light equipment may be needed during the event. The Southern Illinois Center and the Horse Show Pavilion are the only facilities with permanent sound systems. It is the responsibility of the Lessee to make all arrangements for rental of sound with separate contractor.

Will existing sound system be used?

Southern Illinois Center: YES NO

Horse Show Pavilion: YES NO

**CARPENTER SHOP**

Will you need any directional signs for your event? If so, please list:\_\_\_\_\_

Will you need banners hung for your event? YES NO If yes, how many?\_\_\_\_\_

**WATER TRUCK**

Water and drag:

Show Ring\_\_\_\_\_ One Mile Track\_\_\_\_\_ So Il Center\_\_\_\_\_ Other\_\_\_\_\_

**MILE TRACK**

Prepared for: Horse Racing\_\_\_\_USAC Style\_\_\_\_Motorcycle\_\_\_\_Other\_\_\_\_\_

**SOUTHERN ILLINOIS CENTER**

Prepared for: Equine Related\_\_\_\_\_Motorcycle\_\_\_\_\_Monster Trucks\_\_\_\_\_

**HORSE SHOW PAVILION**

Prepared for: Show\_\_\_\_\_Speed\_\_\_\_\_Cutting\_\_\_\_\_Rodeo\_\_\_\_\_

**Return completed application to:** Illinois Dept. of Agriculture, Du Quoin State Fair/Non Fair Events, 655 Executive Drive, Du Quoin, Illinois 62832. Phone: (618) 542-1515: Fax (618) 542-1541

Signature of Applicant\_\_\_\_\_Date\_\_\_\_\_

APPLICATION MUST BE SIGNED OR IT WILL BE RETURNED

**Thank you for choosing the Du Quoin State Fairgrounds!**