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._____

WEAPONS

Will your event have anything commonly considered a weapon, including but not limited to: modern, antique or primitive guns or firearms, knives, swords, battle armor, archery equipment, stun guns, or anything of a similar nature on display, available for sale or trade, to be raffled or auctioned, utilized for demonstration or entertainment purposes, or offered as any element of your event? YES NO

If yes, please explain in detail what items will be involved and how they will be incorporated in the event

_____

If the event will include firearms or bladed weapons, please provide on a separate page: a total number of items, a list identifying the make/model of each firearm, and a list identifying the type of bladed item and length of the blade

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!