

ILLINOIS DEPARTMENT OF AGRICULTURE
DU QUOIN STATE FAIRGROUNDS
655 EXECUTIVE DRIVE
DU QUOIN ILLINOIS 62832
618/542-1515

FACILITY USAGE APPLICATION

Please complete the following questionnaire as it pertains to your non-fair facility rental request. 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/facility until all the applicable information is completed and returned to the Department.

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 Person's Phone No. to be Published on Event Calendar (IF PUBLIC event only) _____

Email _____ Website _____

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 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:

Electrical options for concessions are:

110 volt – 20 AMP/30 AMP

220 volt – 30 AMP/50 AMP/100 AMP

Location of concessions: _____

Will concessions need water? YES NO

CAMPERS

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? _____.

SECURITY

Du Quoin State Fairgrounds has security on grounds during specific times. If your event requires special security, this will be the responsibility of the Lessee.

HOURS OF EVENT

If PUBLIC event, list actual hours open to public _____.

If PRIVATE event, list actual hours of event: _____.

Please indicate below the times you would like access to the facility:

Set up Day: Date Access times - From To .

Event Day(s): Date Access times - From To .

Clean Up Day: Date Access times - From To .

EQUIPMENT

TABLES AND CHAIRS –

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

Tables: _____ Chairs: _____ Picnic Tables: _____

Please note: if any equipment, tables, chairs, and picnic tables are damaged or missing, Lessee will be charged the amount to replace the damaged or missing items.

Equipment Rental Rates

The following equipment is available from the Du Quoin State Fairgrounds upon request. Please indicate any additional equipment and how many Lessee will need. The equipment rental fee, plus labor fees for delivery/pick-up are additional expenses.

Room Dividers	\$5.00	Concrete Barriers	\$20.00	Snow Fencing (per roll)	\$3.00
Barricades	\$5.00	Crowd Control Gates	\$9.00	Tables (extra) 5' x 30'	\$3.00
Bleachers (50 seats)	\$50.00	Fans (pedestal)	\$10.00	Ticket Booths	\$25.00
Bleachers (143 seats)	\$75.00	Picnic Tables	\$4.00	White Picket Fence	\$8.00
Cattle Head Chutes	\$25.00	Podiums	\$10.00	Stage (4' x 4" section)	\$10.00
Cattle Panels	\$10.00	Risers (4' x 8')	\$20.00	Chairs (extra)	\$1.00
Rodeo Gates	\$10.00				

ELECTRICAL NEEDS FOR EVENT

Circle needs:

110 volt – 20 AMP/30 AMP

220 volt – 30 AMP/50 AMP/100 AMP

WATER

During cold months, water may not be turned on in a certain locations.

Will water troughs be needed for show? YES NO

If yes, how many troughs? _____

SOUND/SPEAKER SYSTEM

Sound and light equipment may be needed during the event. The Southern Illinois Center and the Show Arena are the only facilities with permanent sound systems. It is the responsibility of the Lessee to make all arrangements for rental of sound/speaker system with a vendor who is approved by the Bureau.

Will existing sound system be used? **Southern Illinois Center**
Show Arena

YES NO
YES NO

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 _____

SHOW ARENA

Prepared for: Show _____ Speed _____ Cutting _____ Rodeo _____

Return completed application to:

IL Department of Agriculture
Du Quoin State Fairgrounds
655 Executive Drive
Du Quoin IL 62832

Phone: (618) 542-1515
Fax (618) 542-1541

Signature of Applicant _____ Date _____

APPLICATION MUST BE SIGNED AND DATED OR IT WILL BE RETURNED

Thank you for choosing the Du Quoin State Fairgrounds!