



OZAUKEE COUNTY FAIRGROUNDS Group Use Reservation Application

Reservation Date(s): _____ Reservation Time(s): _____

Facility/Facilities Requested: _____

Organization or Group (Sponsor): _____

Responsible Contact Person: _____

Street Address: _____

City: _____ Zip Code: _____

Email Address: _____

Primary Phone #: _____ Cell Phone #: _____

DESCRIPTION OF EVENT:

- Include estimated number of participants, time or range of times, and any special needs (e.g. traffic control, waste removal).
- Please attach event brochure and/or pictures of past events, if available.
- Please attach additional sheets as necessary to describe the event and needs.
- **NORMAL RENTAL IS FOR A FOUR HOUR PERIOD!**

- Please return your application **30 days prior** to your requested reservation date.
- Ozaukee County requires that all requests be reviewed by 4H to avoid any conflicts with 4H programming.
- A **\$200** refundable deposit will be charged as part of the approval process.
- Provide Certificate of Insurance within 14 days of rental event.
- A “group” is defined as 25 or more persons involved in the requested event.
- The facilities are to be left in satisfactory, “as is” condition.
- **Any damage or excessive clean-up will result in a maintenance billing, loss of refundable security deposit, and the possible loss of your group’s privilege to use the facility in the future.**

I acknowledge the above requirements for the group use of the Ozaukee County Fairgrounds.

Signature: _____ Date: _____

FURTHER INFORMATION/QUESTIONS:

Cara Cassens, Marketing Coordinator
Local: (262) 284-7720
Metro: (262) 238-7720

Thomas W. Meaux, County Administrator
Local: (262) 284-8201
Metro: (262) 238-8201

MAIL/EMAIL COMPLETED APPLICATIONS TO:

OZAUKEE COUNTY
County Administrator’s Office
121 W. Main St., P.O. Box 994
Port Washington, WI 53074-0994
jgottsacker@co.ozaukee.wi.us

PERMIT APPROVED BY:

(RELEVANT APPROVALS AND REQUIRED FEES ARE CHECKED)

YOUTH BUILDING \$125 includes use of chairs, tables, etc
OTHER BUILDINGS \$50 space only
ALL BARNS \$100 space only
MONTHLY PERMIT \$200 for non-profits, regularly scheduled youth activity

- University Extension/4H _____ Date _____
(will have to OK the schedule to avoid conflicts)

- Required \$200 Deposit** _____ **Date** _____

- Total Fees: _____ Rent _____ Deposit _____ Date _____

- County Administrator _____ Date _____

The ORGANIZATION or GROUP (SPONSOR) must provide their own liability insurance. The group or organization listed above hereby agrees to list Ozaukee County and Ozaukee County 4H Association as “additional insured’s” on the their liability policy of a minimum of \$1,000,000 and provide a certificate of insurance for the event(s), fully indemnifying Ozaukee County and Ozaukee County 4H for any and all damage or injury to any persons or property, which is in any way attributable to the above referenced event at the Ozaukee County Fairgrounds.

Under no circumstances will Ozaukee County be held responsible for damage to the Ozaukee County Fairgrounds or facilities, or be held responsible for damage to an adjoining private property as a result of the above referenced event.

The ORGANIZATION or GROUP (SPONSOR) listed above accepts all such responsibility and agrees to indemnify Ozaukee County fully for any such claims.