

Grounds/Facilities Use Application and Policies

The Sandwich Fair Association

POB 161, 7 Wentworth Hill Rd.

Sandwich, NH 03227

Email: info@thesandwichfair.com; Tel: 603 284 7062



Requested date(s) & times [please include set-up/breakdown days/times if required]: _____

Name of group or organization: _____

Type of Organization (circle one): Private / Non-Profit / Profit Estimated group size: _____

Contact Name: _____ Phone: _____ Email: _____

Mailing Address: _____

What is the activity/event you are planning? _____

Are you charging an admission fee? Y / N

What is the purpose of the activity? _____

Please circle your preferred area and/or building:

Grounds	Barns	Buildings	Show/Pulling Rings	Other Structures
2A. FlagPoleField 22. MidwayField So. Field Parking <i>Other: explain below</i>	2. Cattle Sheds Dick/Anne 3. Sheep 4. Goat 5. Swine <i>Other: explain below</i>	14a. Smith 14b. Hodge 10. Vegetable 23. Burrows \$200 1. Craft \$300 9. Rabbit <i>Other: explain below</i>	6. Swine 7. 4H Horse Show 13. Event 15A. Oxen 16. Horse logging 17. Pulling 18. Tractor Pull <i>Other: explain below</i>	12. Stage \$150 8. 4-H Booth \$150 2a. Pavilion \$100 <i>Other: explain below</i>

Other: _____

Note: A \$100 security deposit is required for reservations for all Private or for Profit events. Full Payment is due at the time of the application. Cancellations are refundable with a three week notice.

Note: Non profit events do not require a deposit however we will expect grounds to be left as when you arrived in order to return in the future.

Special Needs (please circle those that apply and indicate where needed):

Water	Where?	Exhibit Tables	Where?
Electric	Where?	Picnic Tables	Where?
		Chairs	Where?
Other special needs? Please explain:			

A Certificate of Insurance (COI) is required prior to rental approval. It must include:

- date of issue and expiration
- name of insurance agent (called the producer)
- name of insured
- name of company holding coverage
- policy number
- include liability limits of \$1m - each occurrence, and \$2m - general aggregate
- "The Sandwich Fair Association, its directors and employees" must be listed as an Additional Covered Parties on COI

Insurance can be purchased through SFA for a fee, based on the duration of the event. Contact the Fair Office for further information.

The Sandwich Fair Association does NOT provide staff, security, RESTROOMS, or telephone/internet/wifi services. Applicant shall use contractors/service providers approved by The Sandwich Fair Association. User is liable for contractor and other third-party expenses.

If this application is accepted, user agrees:

- To use/access only the approved area(s)
- Remove trash and all other event related items by end of usage date noted above
- Return equipment to identified storage/holding area(s)
- Portable toilets to be provided by applicant
- To pay for all damage to building(s), grounds and equipment

By signing below, applicant agrees to indemnify and hold harmless, from and against all liability, The Sandwich Fair Association, its members, employees, officers, and directors, from any liability and expense, including legal fees by reason of liability for personal injury or property damage which may be caused by or incurred by any person or group attending your event. The applicant also agrees that in the event of any damage, loss, or injury to the facilities or to any property of equipment the The Sandwich Fair Association may charge for the full amount of such damage or loss. Your signature confirms your agreement to all terms and conditions as set forth and implied in this document.

Name (print): _____

Name (signature): _____

Date: / /20_

Please return this form with Full Payment and your Certificate of Insurance to the address or email noted at the top of page 1.

Thank you for considering The Sandwich Fairgrounds for your event!

SFA Office Use Only: Approved by: _____ Date: / /20
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