

## **Howard County Fairgrounds - Event Application**

Please fill out and return to [info@howardcountyfairmd.com](mailto:info@howardcountyfairmd.com). Please feel free to attach an appendix with additional information as necessary.

### **Basic Information**

Name of organization hosting the event: \_\_\_\_\_

Contact person's name and position/title: \_\_\_\_\_

Contact email: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Organization physical address: \_\_\_\_\_

### **Event Host**

a. Describe your organization: \_\_\_\_\_

\_\_\_\_\_

b. If applicable, organization's website: \_\_\_\_\_

### **Event Description:**

a. Name or title of the event: \_\_\_\_\_

b. Desired Date(s) of the Event: \_\_\_\_\_

c. Please describe the event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

d. What fairgrounds facility would you like to rent: \_\_\_\_\_

\_\_\_\_\_

e. Will alcohol be served at your event? \_\_\_\_\_

f. Is your event required to obtain permits by local law (including for alcohol, event size, etc.)?

If so, please describe: \_\_\_\_\_

### **Event Attendance:**

a. Estimated number of attendees: \_\_\_\_\_

b. Is the event: [\_\_\_\_\_] open to the public, or [\_\_\_\_\_] a private, invite-only event

c. If open to the public, will tickets be sold: [\_\_\_\_\_] ahead of time, and/or [\_\_\_\_\_] at the door

d. Please describe parking requirements: \_\_\_\_\_

\_\_\_\_\_

### **Additional Information:**

a. Are there any special considerations or requirements? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b. Have you hosted this event before? If yes, please provide details, including the location and dates \_\_\_\_\_

\_\_\_\_\_