MADISON COUNTY FAIRGROUND

FACILITY RENTAL APPLICATION & CONTRACT

Email: Madisonco.fairground@gmail.com
Website: madisoncofairgroundnc.org

PLEASE NOTE: The rates listed below are introductory rates established for the **2027 season** (approved Oct 22, 2026) and are subject to change at the discretion of the Madison County Fairground Board for future booking cycles.

I. APPLICANT & EVENT DETAILS

Name of Applicant/Organization: _____

Event Name: _____

Date(s) of Event: _____ **Attendance Estimate:** _____

Facility Requested (Check all that apply):

☐ Covered Arena ($700 Standard / $600 Non-Profit)
☐ Livestock Building ($400 Standard / $300 Non-Profit)
☐ Full Facility Rental ($1,000 Standard / $900 Non-Profit)

Non-Profit Organization? ☐ Yes (Must attach 501(c)(3) proof to receive reduced non-profit rate) ☐ No

Early Setup / Late Teardown Requested (50% of Daily Rate): Setup Date(s): _____ Teardown Date(s): _____

II. FOOD VENDOR PERMITTING & CONCESSION KITCHEN

Kitchen / Concession Access: Included with Arena, Livestock, or Grounds rental. Concession Stand priority is assigned strictly first-come, first-served based on security deposit submission date. Subsequent renters must provide alternative catering.
Food Permits: Contact **Madison County Environmental Health at (828) 649-9598** at least 30 days prior to event.

III. POLICIES & ACKNOWLEDGMENTS (PLEASE INITIAL EACH)

_____ **ALCOHOL & CONTROLLED SUBSTANCES:** In accordance with county regulations, Madison County Fairground is a dry facility. Alcohol, narcotics, or illegal substances are strictly prohibited at all times. Violation will result in immediate event closure, mandatory eviction, and total forfeiture of all deposits and paid fees.

_____ **DEPOSIT & RESERVATION:** A **$350.00 Refundable Security & Damage Deposit** is required at booking to reserve dates. Deposits are 100% refundable if cancelled 45+ days prior; non-refundable if cancelled under 45 days.

_____ **PAYMENT TERMS & GUARANTEE:** A check made payable to *Madison County Fairgrounds, Inc.* or card guarantee for the full rental amount must be provided **1 week prior** to the event. Full payment is processed on the 2nd business day following the event (Cash, Check, or Card +3% processing fee).

_____ **INSURANCE:** Must maintain $1,000,000 General Liability insurance explicitly naming **"Madison County Fairground and Madison County Government"** as Additional Insureds. COI must be submitted alongside final payment arrangements prior to setup.

_____ **FACILITY CARE & CLEANING ($350 FEE):** A minimum **$350.00 cleaning fee** will be assessed if facilities, kitchen, restrooms, arenas, or grounds are not fully restored to original clean condition. Renter must supply trash bags and deposit all waste into main facility dumpsters. Restrooms are pre-loaded once; renter provides extra supplies.

_____ **ARENA & LIVESTOCK RULES:** No hay/bedding under covered arena (except back pens). No animals tied/unattended in arena or allowed on concrete without authorization/flooring. Panels/equipment must not be altered. Manure must go to bunker. Valid Negative Coggins required on-site for equine. Dogs must be leashed.

_____ **ENTRY/EXIT CHECKLIST & CONDUCT:** Renter agrees to complete, sign, and drop off the official Entry/Exit Checklist at end of rental. Renter assumes complete legal/financial responsibility for all attendees, participants, and vendors.

IV. FINAL AGREEMENT & SIGNATURE

I have read and agree to all the terms, official rules, policies, and fees outlined above. I certify that I am authorized to sign on behalf of the applicant/organization. I understand that the Madison County Fairground Board reserves the right to terminate this agreement and require immediate eviction if any policies are violated.

Applicant Signature: _____ **Date:** _____

OFFICE USE ONLY

Date Received:	**$350 Security Deposit Paid:** [ ] Yes [ ] No	**Check # / Payment Ref:**
Payment Guarantee Held (1 Wk Prior): [ ] Check [ ] Card on File		**3% Card Fee Applied:** [ ] Yes [ ] N/A
$1M COI Rec'd (Dual Insured): [ ] Yes	**Entry/Exit Checklist Returned:** [ ] Yes	**Approved By:**