
ILLINOIS DEPARTMENT OF AGRICULTURE
DUQUOIN STATE FAIRGROUNDS
FACILITY USAGE APPLICATION

Date of Application: _____, 20_____

In order to provide for those who rent the fairgrounds, we ask you to complete the following questionnaire. Authority for information requested herein is outlined in 20 ILCS 210 and in the Department's Administrative Rules pertaining to the operation of the DuQuoin State Fairgrounds. No contract will be executed for the use of the fairgrounds until all the applicable information is completed and returned to the Department. Failure to provide the requested information shall prevent this application from being processed.

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) _____

E-Mail Address _____ Website Address [www.](#) _____

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 DuQuoin Fire Department permit is required.

CONCESSIONS

Food concessions must complete a separate contract with the DuQuoin State Fair.

Will concessions be operated? YES NO If yes, how many?_____.

Please list concession name, address, telephone number and type._____.

Please indicate all electrical needs/requirements for concession:_____.

Southern Illinois Center and DuQuoin State Fair Grandstand concessions are provided. Lessee will receive a percentage.

CAMPERS

Campers are subject to towing if permit/fees are not obtained. Fairground's Security will issue permits.

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?_____.

TELEPHONE

Will a telephone line be needed for the event? YES NO

If yes, please contact our office and request the appropriate telephone form. There are fees assessed for any telephone service provided and fees are due before the event takes place. Telephone form and payment are due at least two weeks prior to event date.

SECURITY

Do you have any special security requirement for your event?_____.

Office Location: Administrative office, Grandstand.

LIGHTS, HEAT, AND AIR CONDITIONING

Note: This information must be completed.

If PUBLIC event, list actual hours open to public (information will be published)_____.

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

Please specify the hours the building will need to be locked/unlocked, and when lights, heat and air conditioning will be needed:

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 in same condition as they were found, unless prior arrangements are made. Please indicate **HOW MANY** are requested:

Tables: Chairs: Picnic Tables: .

If any equipment, tables, chairs, and picnic tables are damaged or missing, you will be charged the amount to replace the damaged or missing items.

OTHER EQUIPMENT

Limited equipment is available. There will be an **individual charge** for the items listed below, **PLUS LABOR FEES FOR DELIVERY AND PICK UP**. Please indicate **HOW MANY** are requested:

Aluminum bleachers (15' X 5 rows) Cattle panels (10' X 5"/tie wire)
Barricades Caution tape Snow fence
Livestock scales Risers (4' X 8')
Information Booths Ticket Booths
White picket fence (16' X 36') Steel posts
Easel Podium

ELECTRICAL

Please circle needs: VOLTS: 110 OTHER
 AMPS 30 60 100

PLUMBING/HVAC

During cold months, water may not be turned on in a specific location.

Will water troughs be needed for show? YES NO If yes, how many troughs?

Location of concessions: Will concessions need water? YES NO

Other plumbing needs:

What temperature do you want the building to be for your event?

SOUND/SPEAKER SYSTEM

Sound and light equipment may be needed during the event. The Southern Illinois Center and the Horse Show Pavilion are the only facilities with permanent sound systems. It is the responsibility of the Lessee to make all arrangements for rental of sound with separate contractor.

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

YES NO
YES NO

CARPENTER SHOP

Will you need any directional signs for your event? If so, please list:_____

Will you need banners hung for your event? YES NO How many?_____

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_____

HORSE SHOW PAVILION

Prepared for: Show_____Speed_____Cutting_____Rodeo_____

Return completed application to: Illinois Dept. of Agriculture, DuQuoin State Fair/Non Fair
Events, 655 Executive Drive, DuQuoin, Illinois 62832. Phone: (618) 542-1515: Fax (618) 542-1541

Signature of Applicant_____Date_____

APPLICATION MUST BE SIGNED OR IT WILL BE RETURNED

Thank you for choosing the DuQuoin State Fairgrounds!
