



REQUEST FOR EVENT COST ESTIMATE

To request pricing and space for an event at the Alachua County Fairgrounds, please complete this form and submit by email to **RGromoll@alachuacounty.us**.

APPLICANT INFORMATION – Please Print

First and Last Name: _____

Title: _____

Company (Include DBA): _____

Federal ID Number: _____

Address: _____

City, State, ZIP: _____

Email Address: _____

Company/Event Website: _____

Phone: _____

Cellular Phone: _____

EVENT INFORMATION

Event Name: _____

Production Company (if applicable): _____

Type of Event (**Please provide a detailed description and attached additional pages as needed**)

Special Conditions (i.e., alcohol, use of animals, name of performers) _____

Event Organizer/Planner: _____ Phone: _____

Onsite Event Coordinator: _____ Phone: _____

Accounts Payable Contact: _____ Phone: _____

Ticketed Event: Yes No Open to the Public: Yes No Number of Attendees per Day: _____

REQUESTED LOCATION(S) AND PROPOSED SCHEDULE

First Facility Request: _____

Event Date: From _____ To _____

Move-In Date: _____ Time: _____

Move-Out Date: _____ Time: _____

Second Facility Request: _____

Event Date: From _____ To _____

Move-In Date: _____ Time: _____

Move-Out Date: _____ Time: _____

EVENT HISTORY AND REFERENCES

New Customer: Yes No

Name of Last Event Held: _____

Description of Last Event: _____

Location of Last Event: _____ Facility Name: _____

Facility Contact: _____ Phone: _____

Do you have any outstanding charges due from previous event(s): Yes No

Venue Reference #1: _____ Contact Name: _____

Title/Position: _____ Phone: _____

Venue Reference #1: _____ Contact Name: _____

Title/Position: _____ Phone: _____

SET UP NEEDS - PLEASE CHECK EACH ITEM NEEDED AND ADD QUANTITY WHERE INDICATED

Will you have vendors at this event? Yes No How many food vendors? _____

How many merchandise vendors? _____

Do you expect campers at this event? Yes No If yes, please provide approximate number and utility needs

Will you be using temporary structures and/or tents? Yes No If yes, please provide number and size

Please describe your event electrical needs: _____
