

MIDDLESEX COUNTY FAIR ASSOCIATION
P. O. Box 400, Milltown, NJ 08850-0400
Contract for use of the Middlesex County Fairgrounds
Non-profit/Profit Organization

Applications for use of the fairgrounds must be made at least ninety (90) days before the event.

Group submitting Contract: _____

Contact Person's Name: _____

Address: _____ Phone: _____

Date(s) of Event _____ Hours: _____

If event extends into evening hours, lighting must be provided by organization using the grounds.

Description of Activity: _____

Facilities Required: Electric _____ Water _____ Parking lot _____ Entire Grounds _____

Approximate number of people expected on grounds _____

Depending upon size of crowd, security & traffic control must be provided by renting organization.

ALL APPLICANTS MUST AGREE TO THE FOLLOWING CONDITIONS:

INSURANCE COVERAGE: It shall be the responsibility of the organization using the Fairgrounds to obtain a public liability insurance policy to cover itself, listing the MIDDLESEX COUNTY FAIR ASSOCIATION INC. as additional insured. The minimum required coverage is: \$1,000,000 bodily injury, \$100,000 property damage, and \$2,000 medical, per occurrence, and a general aggregate of \$2,000,000. A policy certificate noting the co-insurance must be in the hands of the Fair Association 30 days prior to the event. The coverage period must include the days you plan for set-up, the days of the event, and the days you plan for cleanup and removal of your possessions from the fairgrounds.

SANITARY FACILITIES: For any activity of one full day's duration or more, sanitary facilities (Porto-johns) must be provided by the sponsoring organization. Preferred vendor is Mr. John.

GROUNDS CLEANUP AND GARBAGE REMOVAL: The sponsoring organization shall clear the grounds of debris and trash to the satisfaction of the Fair Association. CLEAN UP MUST BE DONE AT THE CONCLUSION OF THE EVENT AND GARBAGE MUST BE REMOVED AT THAT TIME. A \$2,000.00 security deposit shall be posted to assure compliance. Preferred vendor is R Mor Enterprises Inc.

ELECTRICITY AND WATER: The Association will be responsible for turning on and off the electrical power. SPONSORS MUST REQUEST THIS and must pay all energy costs. The sponsoring organization is only allowed to use the electrical outlets provided. Any modifications must be arranged before hand with the Fair Association's Electrician. Minimum Charge for Electric is \$300.00 1 day event; \$ 600.00 2 day event.

<u>DONATION:</u> Non-profit organization:	\$2,000 1 day event, \$500 each additional event day.
Profit organization:	\$5,000 1 day event, \$750 each additional event day.
Grounds Manager's Fee:	\$ 500 1 day event, \$650 2 day event.
Minimum Electric:	\$ 300 1 day event, \$600 2 day event.
Security Deposit:	\$2,000 per event

Non-preferred vendor

\$ 100 per vendor (porto-john and trash removal)

Total amount due at signing: _____

Included: 2 days before the event and 2 days after.

All monies must accompany this signed contract and be presented in person, at the monthly Middlesex County Fair Association meeting. Meetings are held on the third Monday of every month, except for December when there is no meeting. (Please call to be scheduled for our next meeting - 732-257-8858 or 732-821-8804).

In order to qualify for the non-profit donation amount, the event must be organized and run by the non-profit organization. For instance, a circus donating some of its proceeds to charity would not qualify. Non-profit organizations must submit their I.R.S. Letter of Determination with their contract to qualify for non-profit donation rates. Also, please attach a referral letter from last location event was held.

ALCOHOLIC BEVERAGES: Alcoholic Beverages are strictly prohibited at all times.

DATES: The fairgrounds will not be made available to any organization or entity for a use which will be similar to the annual fair. The Board shall make the determination whether or not the affair proposed by the applicant meets the above conditions.

VENDORS AND CONCESSIONS: There shall be no electric cooking; all cooking must be done w/propane. People are not permitted to live in their trailers or any other living accommodations on our property before/during the event. 4-H property and the two horse rings are not included in this agreement. Please submit a diagram/layout of how you plan to use the grounds!

PERMITS: This agreement only grants permission to use the Fairgrounds. A PERMIT/LICENSE for the event MUST be obtained from the Township of East Brunswick before the Fair Association's approval is final. The Sponsor must also obtain any and all other municipal permits that may be required. Township permits require at least 60 days to obtain.

CANCELLATION: If the event is canceled, the following refund policy will apply: 90 days prior to event - full refund; 30 days prior to event - half refund.

I/We have read and understand the "Conditions for Use of the Middlesex County Fair Grounds" and agree to abide by same. It is also agreed that this event will be policed to maintain order and will be carried out in a reputable manner. Should any of these conditions be violated, the FAIR ASSOCIATION reserves the right to terminate the event at any time, or refuse future use of its facilities.

Signature of the Applicant: _____ Date: _____

Signature of Fair Official: _____ Date: _____

Check List of Items Required

Certificate of Insurance_____

Name of Porto-John Company_____

Name of Clean-up Company_____

Name of Tent Company_____

Payment in full_____

Non-Profit Organization IRS Letter of Determination_____

Reference Letter from Previous Location Used_____

Basic Site Plan_____

These are the vendors we recommend be used. If you use another vendor, please add \$100 per vendor to the donation for use of grounds.

<u>Porto-Johns</u>	Mr. John	Lisa Brown	1-800-628-5478
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<u>Trash Removal/Dumpsters</u>	R. Mor Enterprises Inc.	Raviv Mor	1-877-782-4742
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IMPORTANT CONTACTS

<u>East Brunswick Police</u>	<u>Lt. Kevin Zebro</u>	<u>732-390-6964</u>
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<u>East Brunswick Township Clerk's Office</u>	<u>Carol Bellisano</u>	<u>732-390-6850</u>
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<u>East Brunswick Fire District #1</u>	<u>John Talbot</u>	<u>732-651-8806</u>
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<u>MCFA Electrician/Grounds Manager</u>	<u>Walter Danley</u>	<u>732-266-7259</u>
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