



Hancock County Agricultural Society
Post Office Box 148,
1017 East Sandusky Street, Findlay, Ohio 45839-0148
Phone: 419-429-7344

2024 HANCOCK COUNTY FAIR PICNIC INFORMATION/REQUEST SHEET

This form is designed to assist us in providing you the services required to have a successful company picnic at the Hancock County Fair. Please contact the Fair Office, sroffice@hancockfairgrounds.org, or call 419-429-7344 with any questions.

1. CONTRACT INFORMATION/DATE OF PICNIC REQUESTED

Company Name: _____

Contact Name: _____

Address: _____

Phone Number: _____

First Choice Date and Time: _____

Second Choice Date and Time: _____

Third Choice Date and Time: _____

2. OLD MILLSTREM CENTRE

Reserve our air-conditioned hall for your organization's gathering, meeting, and or meal. Tables, chairs, and sound system available.

Anticipated attendance	_____	# total (including children) {for capacity planning}
Exclusive hall rental \$200/hour	_____	# of hours
Shared hall rental \$100/hour	_____	# of hours

3. TENT EXPENSE – optional tent venue option

The tents are in place prior to fair and are assigned by size, tent price TBD closer to fair time.

4. TABLES / CHAIRS

The tables and chairs will be cleaned and in place upon your arrival. It is important that we know in advance the number of tables and chairs required by your company. The tables and chairs are billed at the following rates:

8' Banquet Tables
0-150 _____ \$8.00 each
Maximum Capacity 150 tables

Chairs
0-1000 _____ \$1.00 each
Maximum Capacity 1000 chairs

Requested # of Tables _____

Requested # of Chairs _____

5. GATE ADMISSION TICKETS

Gate admission tickets are available at a discount price for company picnics. Ages **13** and under are admitted

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free to the Hancock County Fair, while ages 14 and over require a gate admission ticket. We will provide you with a supply of tickets in the amount you request, and you may return any unused tickets to us for credit following the fair.

We will provide a specific code for your employees to use on our ticket website. A validation report will be provided prior to your event. See section 9 for invoicing information.

Requested # of Tickets _____

6. RIDE BRACELETS

Ride bracelets to be \$15.00 for all picnics. Bracelets will be an all-day bracelet at this price. Vouchers/coupons will be reserved and can be exchanged for a bracelet.

Requested # of Ride Bracelets _____

6. FAIR BUCKS / CATERING

Fair Bucks are available in \$5.00 denominations again this year. They can be purchased and redeemed at any food vendor on the grounds. Catering is permitted during picnics at the fair. Your caterer can contact us for information concerning electrical hook-ups, water, etc.

Requested # of Fair Bucks _____

7. TRASH REMOVAL

The trash left on the grounds is removed by fairgrounds personnel. The removal charges are at the following rates: Trash barrels @ \$10 each or Dumpster at \$400 each.

_____ # of Trash Barrels required
_____ # of Dumpsters - You are responsible for bagging and placing trash in dumpster if this option is chosen.

8. ENTRANCE TO FAIR AND PICNIC LOCATIONS

For the convenience of our fair time picnic guests, please have your employees and guests enter the fairgrounds at the main entrance on **Fishlock**. Please furnish your picnic attendees with a sheet of paper with your company name or logo displayed to show our parking crew. (We will provide you with an acceptable sample.) The parking crew will then direct guests to the proper lot.

Some companies set up a credential station outside our gate to ensure that their employees get their gate passes and ride vouchers immediately prior to entering the facilities. Other companies pass the gate passes and ride vouchers to their employees prior to coming to the fairgrounds. Either way is acceptable.

9. BILLING

We will bill you approximately 2 weeks following the fair. All unused gate admission tickets must be returned to us prior to that time to receive credit.

Contact Person: _____
Print

Contact Person: _____
Signature