



1753 Victoria St. Sheridan, WY 82801

307.672.2079

[www.sheridancountyfairgrounds.com](http://www.sheridancountyfairgrounds.com)

Thank you for scheduling your event here at the Fairgrounds. This check off sheet may be helpful to ensure all necessary documents are submitted for event approval.

Enclosed are several documents pertaining to our facility rentals. Please read through all the terms and conditions and call us if you have any questions.

**The Lease Agreement & Deposit:** Secures your reservation and outlines your responsibilities.

**The Estimate:** Outlines the fees from our SCFA Rate Sheet and will help you budget for your event. Actual charges will reflect the use agreement account and any damages of the facilities and will be invoiced to you following your event.

**Please sign and date both of the documents above and return them to the Sheridan County Fairgrounds Also Provide Email & Phone Number.**

**Non-Profit Status:** If you are requesting discounts, you must provide proof of status.

**Liquor License / Permit:** If you are planning to sell or serve alcohol at your event, you will need to notify the Fairgrounds and apply for a license through the City of Sheridan no later than two weeks prior to your event. Provide email & Phone number.

**Insurance:** You must have proof of insurance and submit with your Lease Agreement prior to event.