

J.M. Alaniz Fairgrounds
 408 W. Travis Road | Falfurrias, Texas 78355
 Office Hours: Monday-Friday: 8 am -5 pm (361)325-4402
 www.brooks.agriLife.org



Set up Date: _____ Start Time: _____ End Time: _____

Event Date(s): _____ Start Time: _____ End Time: _____
 (two-day event) / add additional line for 3+ day event

Break-down Date: _____ Start Time: _____ End Time: _____
 Reservations can only be made 12 months in advance

Name of Applicant:		Photo ID Required/Age 21 +
Company Name:		
Mailing Address:		
City:	State:	Zip:
Email:		Cell Phone: Cell Phone:
Event Day Contact Name:		Phone:

Facilities requested (check all that apply):

	Deposit	Fee per day	Days	= \$
<input type="checkbox"/> Entire Fairgrounds	\$300	\$500	_____	_____
<input type="checkbox"/> Covered show barn	\$150	\$150	_____	_____
<input type="checkbox"/> Home Economics Building	\$100	\$100	_____	_____
<input type="checkbox"/> Sheriff Posse Arena	\$200	\$200	_____	_____
<input type="checkbox"/> Field Events	\$100	\$100	_____	_____
<input type="checkbox"/> Electricity		\$200	Per Day	_____
<input type="checkbox"/> Hook-ups		\$35	Per connection	_____

Type of Event

Concert/Carnival/Circus

Calf Roping

Bull Riding

Other: _____

Cook-Off

Team Roping

Horse Show

Barrel Racing

Ranch Rodeo

4-H/FFA/BCFA

*Estimated # attending event: _____ (Include vendors, Staff, Volunteers and Participants)

Are you charging admission fees for spectators at the event? Yes _____ No _____

Descriptive summary of the event (Attach additional sheets if necessary): _____

_____ **Utilities:**

Will you need electricity? _____ Yes _____ No

Electricity for: _____

Will you need access to water? _____ Yes _____ No

Water for: _____

Lights: Will you need the main arena lights at the Sheriff Posse Arena turned on?

_____ Yes; if yes, what time? _____ am/pm (circle) to _____ am/pm (circle)

_____ **Announcer Booth:**

Will you need access to the Announcer Booth at the Sheriff Posse Arena?

_____ Yes; if yes, what times: _____ am/pm (circle) to _____ am/pm (circle)

_____ No

*please note that the lessee must bring their own sound equipment/PA System.

_____ **Arena Dirt:** How do you need the dirt in the arena set for your event? Please check.

_____ No Special Needs _____ Watered _____ Water and Dragged

_____ Flat _____ Other: _____

County needs 1 week notice to disk the arena dirt!

_____ **Event cleanup/Trash:**

Who is responsible for the event clean-up? _____

Contact Phone Number: _____

Will your event have a dumpster? _____ Yes _____ No

When will it be delivered? _____

_____ **First Aid Plan:**

Will you have a first aid station on site? _____ Yes _____ No

What are your plans for a minor/major emergency? _____

Does your event layout provide for emergency vehicle access? _____ Yes _____ No

_____ **General Liability Insurance is required:** (must attach insurance)

_____ **Additional Event details:**

Will your event have alcohol? _____ Yes _____ No

Will your event have amplified music/DJ? _____ Yes _____ No

_____ **Portable Toilets:**

Indicate the number of portable toilets you will have at your event. Minimum of (1) per one hundred (100) participants is required.

_____ # of Regular _____ # of ADA _____ N/A

When will they be delivered? _____

*For Multi-day events, servicing of port-a-pots is required!

_____ **Security:** Who is providing the security for the event? _____: N/A

The applicant is responsible for adequate security for the permitted event, including crowd control, emergency response access and safeguarding the public and Brooks county property.

Brooks County requires that: Uniformed "Texas Commission on Law Enforcement" (TCOLE certified Peace Officers, with the exception of reserve Peace Officers, employed by Law Enforcement agencies located within Brooks County are required for any Public, Special or Private events at which alcohol is present, or any Mass Gathering or any Public, Special or Private Event with an estimated attendance of 50 or more (including vendors, staff, volunteers, etc.). Such Peace Officers must also be present at any Event in which, in the opinion of Brooks County, the anticipated attendance or the planned activity may affect public health or safety. Requirements are listed below. The minimum number of Peace Officers required is two for the first 100 people in attendance; of the two, one of the required Peace Officers must be a TCLECOSE Certified Brooks County Sheriff's Deputy or a Brooks County Constable. If an Event exceeds the attendance as defined below, one additional Officer for each additional 100 people in attendance is required. ***Applicant is responsible for paying security.***

It is the Applicant's responsibility to make arrangements for Security by:

No Alcohol at the Event	Events with Alcohol
1-50 = No Officer	1-99 = 2 officers
51-99 = 1 officer	100-199 = 3 officers
100-199 = 2 officers	200-299 = 4 officers
200-299 = 3 officers	300-399 = 5 officers

Unavailable Dates:

Please note that the entire Fairgrounds at JM Alaniz Fairgrounds in Brooks County is unavailable for rental for the five-weeks prior to the fair. No rodeos may be scheduled at the Sheriff Posse Arena within 60-day period preceding the beginning of Brooks County Fair Each year.

1. Please have your permit in possession during your use of the permitted facility.
2. Payment for reservation of these facilities must be made at least 14 days in advance.
3. Cancellations: If applicant wishes to cancel the event, the notification must be given in writing at least 72 hours in advance. Failure to comply with these deadlines will result in the forfeiture of user fees.
4. Concession Stands, exhibit booths, tents, awnings, and/or similar support structures may not be attached to, set against, or situated so as to damage any wall, column, tree, post, light standard or any other arena amenity.
5. Deposits: All damage/clean up deposits are required in advance for the event. The Applicant must leave the Site in good or better condition that existed before the event. Following the conclusion of the event all or part of the deposit may be refunded, depending upon the condition in which the facility, grounds are left. It is the applicant's benefit to note any damage or unclean areas and should be brought to the office of Brooks County AgriLife. Failure to notify may result in such items becoming the responsibility of the applicant. Deposits made by check will be made available for pick-up within 10 business days at the Brooks County Treasurer's Office by the Permit Holder or designee, or the deposit check can be requested to be destroyed/shredded. Please call the Office in advance of your arrival so that we can prepare your check for pick-up. Deposit checks are not available to be mailed. Should a deposit or portion of a deposit need to be retained and a deposit check was issued more than six months in advance, a new deposit check will be required for payment.
6. Trash: Applicant agrees to pick up trash and litter during and after all events. Events are required to remove bags of trash from the Site the same day as the event. Failure to remove trash/litter may result in forfeiture of all or part of the Applicant's deposit. In addition, the Applicant may be responsible for other costs incurred by the Department for the removal of trash/litter from the site.
7. No glass containers are allowed.
8. Alcohol restrictions: The only types of alcohol that may be consumed on the fairgrounds are wine and beer; liquor is prohibited.
9. All electrical connections and hook-ups installed by the applicant must meet appropriate safety and city or county code requirements.
10. Existing faucets or hose bibs may be used for water connections, but no temporary connections or modifications to the water supply may be made without prior approval.
11. Adherence to the date and time allotments of this application/permit are mandatory, and is inclusive of set-up, strike and clean-up.
12. Please note that should Brooks County need to utilize the arena for any reason, Applicant will be given notice at the earliest opportunity and User Fees will be refunded.
13. Failure to abide by any of these General Conditions will automatically revoke the Permit and cancel the Reservation. All policies and fees in this application are subject to change.
14. **Organizations that will be exempt from paying fees are as follow: Brooks County 4-H youth, FFA Falfurrias Chapter, Brooks County Fair Association, City of Falfurrias and Brooks County.**

I will abide by the signed contract and have notified the Brooks county office any plans and conditions that may affect the fees charged on this application/permit. All other costs associated with or necessitated by the conduct of this event shall be borne by the applicant.

Signature of Applicant: _____ Date: _____

Printed Name: _____

Payment to be made payable to the Brooks County Fund 89 and must be turned in at the Texas A&M AgriLife Extension Service – Brooks County office located at 219 Calixto Mora Ave. Falfurrias Texas 78355.