

DEPARTMENT OF RECREATION

**107 Fairgrounds Road
Waynesburg, PA 15370
724-852-5323**

www.co.greene.pa.us

Facility Event Request

Standard Set-up

1. Person requesting facility _____
Address _____
City, St. Zip _____
Contact person _____
Phone No. _____ Cell No. _____
Organization _____
Email/website _____

2. Type of Event _____
_____ Admission fee charged \$ ___ Y ___ N
Open to the public ___ Y ___ N Estimated number of attendance _____

3. Event Date _____ Time - From _____ am/pm- to _____ am/pm
Attendees participate by arriving at start time _____ or anytime during hours _____
Prior set-up time? ___ No ___ Yes – Time _____ Clean-up time _____

****Building closed 11 p.m. to 11 a.m. Fee may be charged for additional hrs.***

*****Standard set-up/customer must set-up& tear down - 4H upper/lower-15 tables/75 chairs
-Auction Building-40 tables/175 chairs***

4. Building(s) requested (circle below):
4H upper 4H lower Griddle _Y_ N Auction Maintenance
Pole barns Track/Grandstand Arena Barn Concession Hook ups # Stalls _____

5. Please attach event flyer, brochure, agenda, itinerary, etc.

***** EVENTS BY COUNTY DEPARTMENTS ONLY** (please mark to request if different from standard)

Set-up style Banquet _____ Classroom _____ Other _____

Chairs Y/N # _____ Tables Y/N # _____ (please mark set-up diagram on back)

Office use: Contract mailed Department staff Customer return date
_____ _____ _____