



JEFFERSON
 COUNTY COLORADO
 Fairgrounds

Applicant Checklist and Timeline of Items Due

ITEM	DUE BY
<input type="checkbox"/> Online reservation request for proposal	Initial step
<input type="checkbox"/> Signed reservation agreement	Due as outlined on reservation agreement
<input type="checkbox"/> Deposit (retainer fee and refundable damage deposit)	Due as outlined on reservation agreement
<input type="checkbox"/> Certificate of insurance	Due as outlined on reservation agreement
<input type="checkbox"/> Alcohol/Liquor permission letter from Fairgrounds Director with draft Security plan (if applicable)	90-days prior to event load-in
<input type="checkbox"/> Remaining payment balance	60-days prior to event load-in
<input type="checkbox"/> Liquor permit and public posting from the Jefferson County Clerk and Recorder (if applicable)	60-days prior to event load-in
<input type="checkbox"/> Final Security plan (if applicable)	60-days prior to event load-in
<input type="checkbox"/> Event waivers and/or liability release (if applicable)	60-days prior to event load-in
<input type="checkbox"/> Planning meeting (if applicable)	30-days prior to event load-in
<input type="checkbox"/> Portable restroom/handwashing station unit order (if applicable)	30-days prior to event load-in
<input type="checkbox"/> Waste and recycling unit order (if applicable)	30-days prior to event load-in
<input type="checkbox"/> I.T. and electrical needs (if applicable)	21-days prior to event load-in
<input type="checkbox"/> Event layout/set-up (Last day to make changes is 3 days prior to event-load in)	21-days prior to event load-in
<input type="checkbox"/> Vendor list (if applicable)	21-days prior to event load-in
<input type="checkbox"/> Temporary Vendor Agreement(s) and Certificate(s) of Insurance (if applicable)	21-days prior to event load-in
<input type="checkbox"/> Temporary Retail Food Service Establishment License from Jefferson County Public Health (if applicable)	21-days prior to event load-in
<input type="checkbox"/> Coca-Cola beverage order and payment (if applicable)	21-days prior to event load-in
<input type="checkbox"/> Marketing document	14-days prior to event load-in
<input type="checkbox"/> Final payment for additional services (stalls, camping, labor, arena work, incidental fees, etc.)	15-days upon receipt of invoice

Should Applicant fail to return the required documents or payment(s) by designated dates, as stated herein, the Fairgrounds has the right to cancel the Reservation Agreement and event without further notice. Some services and needs may not be guaranteed if Applicant fails to return items by designated dates.