



**ESSEX COUNTY FAIRGROUNDS RENTAL
STEP-BY-STEP INSTRUCTIONS**

1. Call or email the Facilities & Event Coordinator to check availability for your event and applicable fees. Call 518-873-3743 or send email to: fairgrounds@essexcountyny.gov
2. Read the “Important Notes About Fairground Rentals” and the “Rules & Regulations” so you know what to expect when renting a building, a portion of the grounds, or the whole facility.
3. Fill out the permit request form online (or you can download a form from our website, or ask for one to be emailed, faxed or mailed to you). The “Rules & Regulations” are attached to the permit application and must also be signed. (Two signatures required – permit application and Rules & Regulations)
4. Obtain the proper insurance:
Commercial Users – Certificate of Liability Insurance with “Essex County” named as additionally insured is required, with a minimum of \$1,000,000 Liability per Occurrence and \$2,000,000 General Aggregate. **See Sample Commercial Liability Certificate.** Make sure items 1-11 as depicted on the Sample are completed (and please read #12). A certificate of Workers Compensation Insurance Coverage is also required, if applicable.
Individual Users – You can provide Evidence of Property Insurance with a minimum of \$300,000 liability, and the policy shall not exclude the off-premises activities of the insured. OR, you can purchase separate event liability insurance with a minimum \$1,000,000 liability coverage and naming “Essex County” as additionally insured. Many major insurance carriers offer event insurance, and there are companies that specialize in this type of insurance.
IMPORTANT NOTE for Commercial AND Individual Users: If you are using sub-contractors and/or vendors at your event, copies of their insurance certificates must also be submitted to Essex County at least 15 days prior to the event set-up date.
5. Mail the permit request form and a signed Rules & Regulations form (or submit online forms), a check payable to “Essex County Treasurer”, and proof of insurance to:
Essex County Dept. of Public Works
8053 US Route 9
Elizabethtown, NY 12932
ATTN: Facilities & Event Coordinator
Proof of insurance can be mailed separately, however, it must be received at least 21 days prior to your event date. Signed permits will not be issued until application, payment and copies of insurance have been received.
6. Approved permits will be mailed to you, or you may pick up your permit at our office with advance notice. Permits need to be kept on hand at the event and be ready for inspection, if requested.
7. **Please read the IMPORTANT NOTES ABOUT FAIRGROUND RENTALS**