



## St. Johns County Board of County Commissioners

Parks & Recreation Department

### How to get your Fairgrounds Permit

Fairground permits must be requested three weeks prior to the event date. To reserve the Fairgrounds call (904) 209-0332 or email [tjjackson@sjcfl.us](mailto:tjjackson@sjcfl.us) to check date availability.

### If the date requested is available:

- Complete the Reservation Request Form.
- Submit a non-refundable reservation fee of \$79.73 (\$75.00 plus 6.3% sales tax \$4.73) to hold the date. The reservation fee does not apply to total rental.

### Fairgrounds Rental Application Process:

- Complete and submit the Fairgrounds Reservation Request Form within five calendar days of reserving event date.
  - If the event requires additional permits, insurance, or licenses, please mail these forms no less than 30 days prior to the event date. Please be aware that reservations will not be approved without all required documents.
  - Events with over 75 guests must submit security and safety requests to St. Johns County Sheriff Office (SJCSO) and St. Johns County Fire Rescue (SJCFR) with final approval submitted 30 days prior to event date.
  - All applications must be completed and signed with a witnessed signature in order to process (witness signature does not need to be a notary). Incomplete applications will delay processing.

### Payment Information:

- Fees for a private event are due with the application; if camping fees apply, they are due at the conclusion of the event.
- All public events require the full payment of the facility rental fee with the application; the remaining balance (such as camping fees and/or ticket fees) are due at the conclusion of the event.
- **Make check or money order payable to St. Johns County.**
  - Non-profit organizations must submit a DR-14 proof of Florida State Sales Tax exempt at the time of payment. If the DR-14 is not received, the appropriate sales tax will be charged.
- Application and fee may be submitted to 2175 Mizell Road, St. Augustine, FL 32080, Attn: T J Jackson. Visa or Master Cards are accepted at the office or a credit card authorization form may be faxed.
- Upon approval of the event, a copy of the permit will be sent through the mail or via email, which needs to be in possession on the day(s) of the event.



St. Johns County Board of County Commissioners

Parks & Recreation Department

RESERVATION REQUEST

Applicant/Company Name: \_\_\_\_\_

Applicant/Company Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please check one: Private Event:  Public Event:

Description of the event: \_\_\_\_\_

All public events, private and public events with alcohol or private events with over 75 guests must submit security/safety requests to SJCSO and SJCFR with final approval submitted no less than 30 days prior to event date.

Site Requested:

Entire Facility \_\_\_\_\_ Arena \_\_\_\_\_ Exhibit Hall \_\_\_\_\_ School House \_\_\_\_\_ Camping \_\_\_\_\_ Over Flow Parking

Rental Date (to include set-up and breakdown/clean-up): \_\_\_\_\_

Number of participants: \_\_\_\_\_ Further information: \_\_\_\_\_

\_\_\_\_\_

Non-Refundable Reservation Fee: \$75.00 per event

This reservation application and reservation fee are due within five calendar days of your request to hold the date. If not received within that time period, the date will become open and available again to the general public.

Signature of Applicant \_\_\_\_\_ Date Signed \_\_\_\_\_

Fees for a private event are due with the application. All public events require the full payment of the facility rental fee with the application; the remaining balance (such as camping fees and/or ticket fees) are due at the conclusion of the event.

Make checks or money orders payable to St. Johns County

\*\*\*\*\*Recreation Use Only\*\*\*\*\*

Date Received \_\_\_\_\_ Amount Received: \_\_\_\_\_

Method of Payment: Check # \_\_\_\_\_ Credit Card: \_\_\_\_\_ Cash: \_\_\_\_\_ M/O \_\_\_\_\_