



RESERVATION REQUEST FORM

Instructions: To start the process of reserving Fairgrounds buildings for your event, please fill out this Form and the attached Agreement. All sections marked with an * are required. Please note that filling out this form **does not** confirm a reservation.

Email your completed form to mtdept@douglascountyks.org or print and mail it to Douglas County Maintenance, Fairground Reservations, 111 E. 11th Street Unit 202, Lawrence, KS 66044-2981.

*FIRST NAME

*LAST NAME

*PRIMARY PHONE

*EMAIL

*BILLING ADDRESS

*CITY/State

*ZIP

*DATE(S) REQUESTED

to

ALT DATE(S)

*START TIME/TIME IN

*START TIME/TIME IN _____

*START TIME/TIME IN _____

*END TIME/TIME OUT

*END TIME/TIME OUT _____

*END TIME/TIME OUT _____

*BUILDING(S) REQUESTED:

Building #21 Kitchen

Flory Meeting Hall
East

Community Indoor Arena

Open Pavilion

Building #21 North Side

Flory Meeting Hall
West

Comm. Bldg. Concession
Stand

Outdoor Event Arena

Building #21 South Side

Flory Meeting Hall
Kitchenette

Comm. Bldg. Meeting Room

Outdoor Event Arena &
Lights

Culinary Commons-
Cooking Only

RV Electrical

Lone Star Lake Community
Building

Grassy Areas (includes
parking)

*YOUR GROUP'S NAME

*DESCRIPTION OF EVENT

*WHAT OTHER ITEMS WILL YOUR RESERVATION NEED? (ex: Alcohol Permit, WIFI, Special Dirt Preparation, etc.)

PUBLIC EVENT

PRIVATE EVENT

Will you be applying for an ALCOHOL PERMIT?

IF PUBLIC, PLEASE PROVIDE THE FOLLOWING INFORMATION:

EVENT CONTACT NAME:

PHONE NUMBER:

WEBSITE: