

# FACILITY RENTAL REQUEST FORM

The State Fairgrounds provide a convenient location for a variety of events year-round. With more than 320 acres of versatile space and dozens of buildings to rent, we feature: great rates, free parking, a central location, easy access to the grounds, full-service catering and concessions, security and admission services, as well as labor and equipment.

Please complete and submit this form to begin the planning process.

## EVENT PLANNER CONTACT INFORMATION

First Name	Last Name	Company Name
Email Address	Phone	Website

## EVENT DETAILS

Preferred Date	First Alternate Date	Second Alternate Date	Number of Event Days
Square Footage Requirements	Number of Setup/Teardown Days	Estimated Number of Guests	Type of Event

- Facilities Requested**
 **No Facility Preference**
- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Compeer Arena (16,000 sq ft)                 | <input type="checkbox"/> Grandstand infield with mainstand seating | <input type="checkbox"/> Merchandise Mart (11,000 sq ft)        |
| <input type="checkbox"/> Baldwin Park                                 | <input type="checkbox"/> Grandstand - Inside (60,000 sq ft)        | <input type="checkbox"/> Midway Lot                             |
| <input type="checkbox"/> Barns or Livestock Facilities                | <input type="checkbox"/> Heffron Park                              | <input type="checkbox"/> North End Event Center* (16,560 sq ft) |
| <input type="checkbox"/> CHS Miracle of Birth Center (18,000 sq ft)   | <input type="checkbox"/> History & Heritage Center* (4,500 sq ft)  | <input type="checkbox"/> Outdoor Space                          |
| <input type="checkbox"/> Coliseum (Lee & Rose Warner)* (42,000 sq ft) | <input type="checkbox"/> Home Improvement Building (11,000 sq ft)  | <input type="checkbox"/> Parking Lot                            |
| <input type="checkbox"/> Dairy Building (22,000 sq ft)                | <input type="checkbox"/> International Bazaar (50,000 sq ft)       | <input type="checkbox"/> Progress Center (26,500 sq ft)         |
| <input type="checkbox"/> Education Building (33,000 sq ft)            |  | <input type="checkbox"/> West End Market                        |
| <input type="checkbox"/> Fine Arts Center (18,000 sq ft)              |  | <input type="checkbox"/> Other _____                            |

**\*Note:** Event Season is mid-april – mid-Oct. for all facilities with the exception of the North End Event Center, Warner Coliseum and History & Heritage Center, which operate year-round. All facilities are unavailable Aug. 1 – mid-Sept. due to the setup, run and teardown of the Minnesota State Fair.

## DESCRIBE YOUR EVENT PLANS AND ACTIVITIES

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- Private Event
  Public Event
  Food & Beverage Concessions
  Catering

Additional Comments/Requests:

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