

# 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 <small>(Only if preferred date is flexible.)</small>	Second Alternate Date	<input type="checkbox"/> No Date Preference
Square Footage Requirements	Number of Setup/ Teardown Days	Estimated Number of Guests	Type of Event



### Facilities Requested

### No Facility Preference

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> 4-H Building (30,000 sq ft)                     | <input type="checkbox"/> Education Building (33,000 sq ft)            | <input type="checkbox"/> International Bazaar (50,000 sq ft) |
| <input type="checkbox"/> AgStar Arena (16,000 sq ft)                     | <input type="checkbox"/> Fine Arts Center (18,000 sq ft)              | <input type="checkbox"/> Merchandise Mart (11,000 sq ft)     |
| <input type="checkbox"/> Baldwin Park                                    | <input type="checkbox"/> Grandstand Infield with<br>mainstand seating | <input type="checkbox"/> Midway Lot                          |
| <input type="checkbox"/> Barns or Livestock Facilities                   | <input type="checkbox"/> Grandstand – Inside (60,000 sq ft)           | <input type="checkbox"/> Outdoor Space                       |
| <input type="checkbox"/> CHS Miracle of Birth Center<br>(18,000 sq ft)   | <input type="checkbox"/> Heffron Park                                 | <input type="checkbox"/> Parking Lot                         |
| <input type="checkbox"/> Coliseum (Lee & Rose Warner)*<br>(42,000 sq ft) | <input type="checkbox"/> History & Heritage Center*<br>(4,500 sq ft)  | <input type="checkbox"/> Progress Center (26,500 sq ft)      |
| <input type="checkbox"/> Dairy Building (22,000 sq ft)                   | <input type="checkbox"/> Home Improvement Building<br>(11,000 sq ft)  | <input type="checkbox"/> West End Market                     |
| <input type="checkbox"/> DNR Building (6,000 sq ft)                      |   | <input type="checkbox"/> Other _____                         |

**\*Note:** Event season is mid-April—mid-Oct. for all facilities with the exception of the 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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