

Date submitting _____

Date received in office _____

REQUEST FORM

Monterey County Fairgrounds

2004 Fairground Road, Monterey, CA 93940

831-372-5863 phone, 831-372-8248 fax

lauren@montereycountyfair.com, event coordinator

Person requesting information: _____ Is this your event? _____

Business Name: _____

Contract address: _____ City, State, Zip: _____

Daytime telephone: _____ Evening phone _____ fax: _____

Email Address: _____

Date(s) of event-include set up and take down time: _____

Type of event: _____ approximate attendance: _____

Are you requesting a particular room? _____

Do you need outside room in addition to the building? Please specify: _____

What equipment will you need to rent? Tables _____ Chairs _____ Stage _____

Other: _____

Do not write below this line-for office use only.

Tables _____ 6' 8' 2' Chairs _____ Stage _____ Size? _____

Locale? _____

P/A _____ Podium _____ Picnics _____ Other _____

Contract number, if any: _____
