

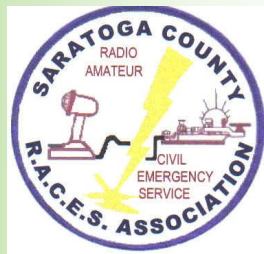


# 2025

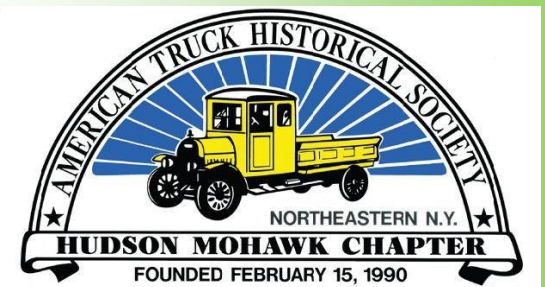
Grounds Rental Handbook



*The National  
Bottle Museum*  
*Where history is always on top!*



## Hamfest



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**Saratoga County Agricultural Society**  
162 Prospect Street, Ballston Spa, NY 12020  
518-885-9701 (fax) 518-885-5320  
[www.SaratogaCountyFair.org](http://www.SaratogaCountyFair.org)

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The Saratoga County Fairgrounds and Expo Center is owned and operated by the Saratoga County Agricultural Society (the Society). Formed in 1841, the Society is chartered by the State of New York to identify and award the "best in agriculture and home manufacture" in Saratoga County at an annual County Fair.

To further this goal and support our Mission Statement, we make our facility available to outside parties on a per day rental basis, as a way to generate operating funds for the Society. Our main site is 30 acres, including many enclosed buildings and open pavilions, as well as rest room and shower facilities, and 77 NYS approved campsites that may be included in a rental contract under certain circumstances.

A recognized IRS 501c3, the Society is operated under rules set forth by the New York State Department of Agriculture and Markets. We are also subject to all New York State Health Department rules concerning sanitation, food preparation, and the general safety and welfare of our visitors.

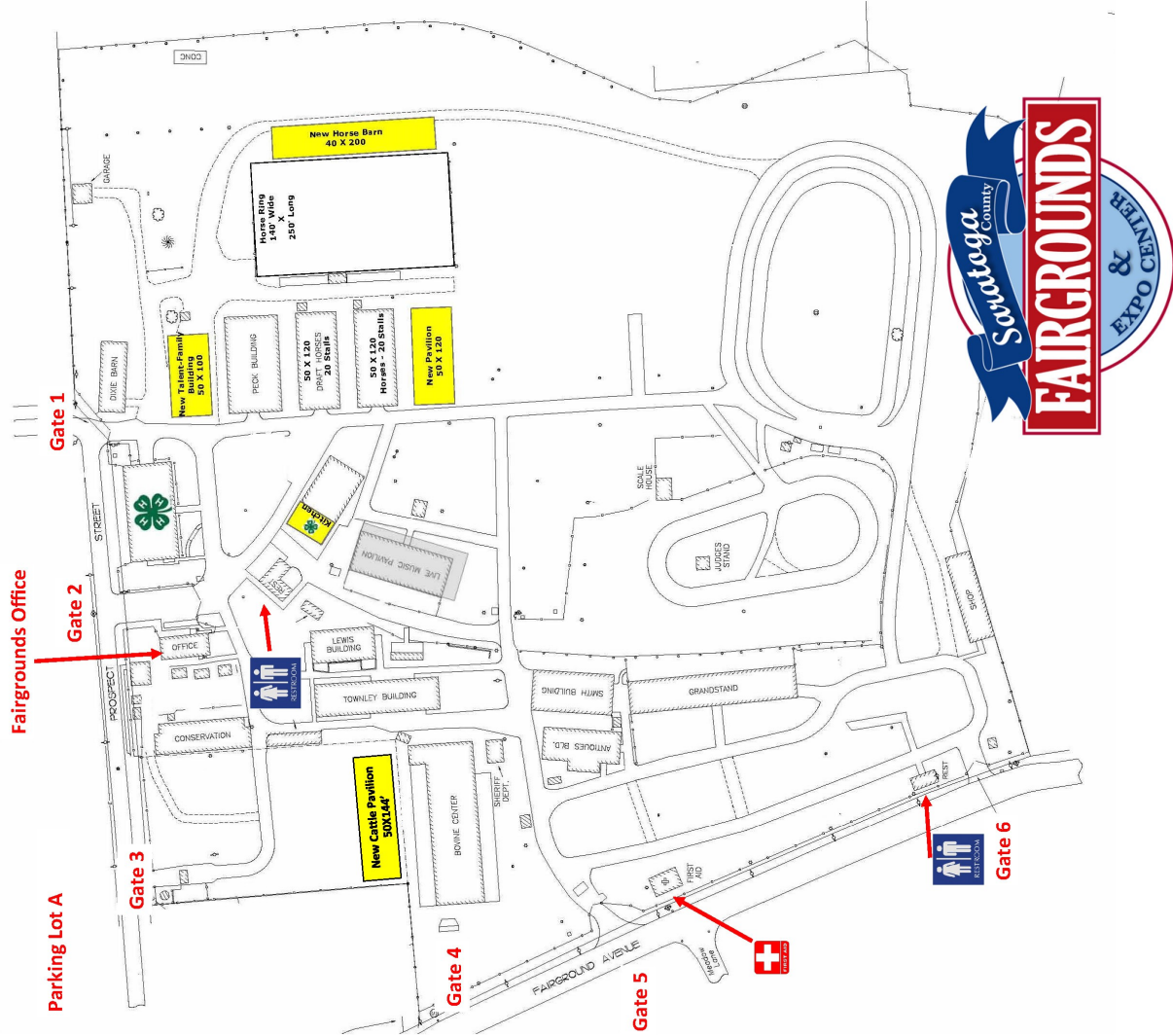
We have been hosting events at this particular location in Ballston Spa for over 120 years, and pride ourselves on operating a well maintained and convenient facility, and we work hard to be good neighbors and an asset to our community.

The following pages hopefully will answer many questions regarding presenting a public assembly event or private party on the Fairgrounds. We understand that there may be variables in any situation, but these baselines will allow you to be informed when dealing with any vendors associated with your function.

Thank you for considering the Saratoga County Fairgrounds and Expo Center for your event.

Jennifer Flinton  
Executive Director/General Manager  
[jennifer@saratogacountyfair.org](mailto:jennifer@saratogacountyfair.org)

Saratoga County Fairgrounds Buildings			
Building	Dimensions	Size=sq-ft	
Blacksmith Shop	10 12	120	
Powerhouse	8 16	128	
Tix Booth Gate 3	10 16	160	
Tix Booth Gate 5	10 16	160	
Tix Booth Gate 6	10 16	160	
Cons. Dept. Log Stage	10 16	160	
Cons. Dept. Cook Shack	10 16	160	
Manna's Brickyard	12 16	192	
Encon Display	12 18	216	
Log Lean-to	12 18	216	
Entries Office	12 26	312	
Restroom Gate 2 M	16 20	320	
Ranger Cabin	18 20	360	
Cook Shack Pavilion	12 30	360	
Judging Stand	20 20	400	
Sheriff's Building	20 20	400	
Restroom Gate 6	16 32	512	
Scale House	20 28	560	
Lil Ralphs	16 36	576	
Gas Shop	24 24	576	
Restroom Gate 2 F	18 38	684	
Sugar House	25 29	725	
EMS	24 36	864	
Shooting Sports	16 70	1,120	
4-H Snack Bar	24 47	1,128	
Fair Office	27 60	1,620	
Dixie Barn	32 87	2,784	
Lewis Building	40 80	3,200	
Maintenance Storage Shop	32 110	3,520	
Antiques Building	40 96	3,840	
Conservation	35 120	4,200	
New Talent Building	50 100	5,000	
Smith Building	50 100	5,000	
Horse Stall Pavilion 1	50 120	6,000	
Horse Stall Pavilion 2	50 120	6,000	
Draft Horse Pavilion	50 120	6,000	
Commercial Kitchen Pavilion	50 120	6,000	
Peck Building	50 120	6,000	
Townley Building	40 150	6,000	
4-H Building	60 120	7,200	
New Cattle Pavilion	50 144	7,200	
New Horse Barn	40 200	8,000	
Live Music Pavilion	62 132	8,184	
Grandstand	60 210	12,600	
Cattle Pavilion	100 200	20,000	
Horse Show Ring	140 250	35,000	
Total Sq-Ft		173,669	









## Saratoga County Fairgrounds General Rental Rules

### PLEASE NOTE:

**120 Days prior to event, a permit to operate the event at the Fairgrounds may need to be obtained from the Village of Ballston Spa. If such a permit is necessary, the renter will forward a copy of the permit to the Society upon receipt of same from the Village Office.**

**Note: The event promoter, or a responsible employee of the promoter, must be on site to oversee all load in/load out of the event. Promoter = First in—Last out.**

1. Use of illegal drugs, distribution or use of obscene or pornographic material, and gambling are strictly prohibited as are any other forms of illegal activity. The Society has the right to inspect all operational and habitation trailers on the grounds of the Society.
2. Sale and/or use of alcoholic beverages are permitted only when requisite legal license or permit has been obtained. Copy of license/permit issued must be filed with the Saratoga County Agricultural Society. Intoxication or offensive or objectionable conduct will not be tolerated.
3. Activities entailing any type of rides, such as carnival or other mechanically-operated rides, pony rides, pony races or similar activities, must be stated; special permission must be obtained.
4. Use of motor vehicles on grounds is to be limited to those vehicles used to conduct the event. The 15mph speed limit on the grounds must be observed.
5. No dogs are allowed on the fairgrounds at any time with the exception of certified service dogs, sanctioned dog shows, or Saratoga County Animal Shelter contracted events. Dogs that are allowed must be leashed and have proof of current rabies vaccination.
6. **Smoking is prohibited** in all buildings, tents and pavilions on the fairgrounds.
7. Applicant shall assume full responsibility for the conduct of all persons attending the event for which permission has been granted. Applicant shall be responsible for supervision and proper use of grounds, buildings and facilities during contracted date(s) and shall be held liable for any and all damage to same during this period.
8. The Saratoga County Agricultural Society shall not be held liable for loss, damage or theft of any personal property including motor vehicles.
9. Applicant must provide a certificate or binder of commercial general liability insurance with minimum limits of \$1,000,000 combined single limits for Bodily & Property Damage and \$1,000,000 single limit for Completed Operations.

**Proof of Liability General liability and Auto Liability Insurance certificates (ACORD) must designate the Saratoga County Agricultural Society DBA/Saratoga County Fair (162 Prospect Street, Ballston Spa, NY 12020) as Certificate Holder and Additionally Insured on a Primary and Non-contributory basis. Certificates to be dated to cover all time insured has equipment on Fairgrounds. All vendors, exhibitors, sub-contractors and any and all other entities must also provide the same Insurance coverage; list The Saratoga County Agricultural Society, Inc, as holder on a primary and non-contributory basis.**

The insurance document must be presented 1 month prior to the event and contain a 30-day cancellation clause. Any subcontractor of the primary applicant involved with the following must also file insurance documents with the SCAS: Tents, staging, stage lighting, PA Systems. Any contractor doing work for the renter on the Fairgrounds must also submit insurance documentation.



10. Any applicant with employees shall provide the Society a certificate showing proof of Workers Compensation coverage applicable to New York State operations. See page 7.
11. In addition to the insurance requirements, food applicants must present a NYS Health Department Permit and a NYS Sales Tax Certificate. The Permit and Certificate must be prominently displayed while vending on the Fairgrounds.
12. Applicant agrees to be subject to all conditions, rules and regulations of the Society pertaining to its grounds, as set forth herein, and the use thereof and subject to supervision and enforcement thereof by the Society or its agents.
13. The Society reserves the right to reject any and all applications and to revoke any permit granted for violation of conditions, rules and regulations, as set forth herein.
14. Application is to be completed and returned to the Society within 30 days of receipt of same, or contract will be deemed null and void.
15. The hours of operation are to be stated on the contract and adhered to. Penalty charges may apply to those extending the time of their rental. The hours of set-up and clean-up are to be included in time requested.
16. Usage charge includes normal staff costs. If additional staff is required for the event, the renter will be responsible for those costs and will be billed by the Society.
17. Electrical outlets are normally available on the grounds. Excessive load on the electrical system may result in additional charges or the discontinuance of electric service to that area. If an electrician is required, the renter will be charged for his services.
18. Any driving of stakes into the ground must be cleared with the Fairgrounds staff prior to doing same. A \$500 fine will be assessed if stakes are driven on property without consent.
19. No alterations of buildings will be allowed, nor will any holes be dug in the property of the Fairgrounds.
20. Trash will be placed in the proper receptacles and will comply with the recycling laws of Saratoga County.

## Membrane Structures / Tent

All membrane structures (i.e., tents) are required by federal law to be certified fire retardant. A certifying label **must** be sewn into a seam of that structure.

## Identity of property:

All promotion and advertising of the event will refer to the location as the "Saratoga County Fairgrounds", and print advertising will include the logo of the Saratoga County Fairgrounds and Expo Center.

### Notes:

1. All checks and money orders may be made payable to: **Saratoga County Fair**. There will be a \$25.00 return check fee on any checks that don't clear.
2. The named event organization, its agents, employees & staff, in the execution of this contract, shall act in an independent capacity and not as officers or employees or agents or staff of the Saratoga County Agricultural Society.

# Insurance: Liability

**The Saratoga County Fair no longer offers Liability Insurance.**

- 1) The validity of Certificates of Insurance will be checked by the Fair Office or its designee.
- 2) If a Certificate of Insurance is found to be invalid, this will be considered a violation of the Vendor Contract. The vendor will not be allowed to set up and/or conduct business during Fair week. Moneys already paid for the vendor privilege will be forfeited by the vendor and future contracts may not be offered.
- 3) The Saratoga County Fair may impose additional insurance requirements for commercial auto and excess/umbrella coverage for vendors with high hazard operations.

## **Hold Harmless and Indemnification Agreement:**

To the fullest extent permitted by law, the entity signing the Vendor contract shall indemnify, hold harmless and defend the Saratoga County Agricultural Society dba Saratoga County Fair and its agents and employees from and against all claims, damages, losses and expenses including but not limited to attorneys' fees arising out of or resulting from the performance of the agreement, provided any such claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including loss of use resulting therefrom, and (b) is caused in whole or in part by any act or omission of the entity signing this contract or anyone directly or indirectly employed by either or anyone whose acts it may be liable pursuant to the performance of this agreement. In any and all claims against the entity signing this contract or any of its agents or employees, the indemnification obligation under this paragraph shall not be limited by any benefits payable under workers' compensation or other employee benefit acts.

## NYS Department of Health

All food and or beverage vendors conducting business on Saratoga County Agricultural Society, Inc. property must provide proof of possession of a NYS DPH Permit to Operate a Food Business, in accordance with section 14-2.2 of the NYS DOH regulations.

## NYS Taxation & Finance

Any merchant doing business on Saratoga County Agricultural Society Inc. property must provide proof of NYS Taxation Department Certificate of Authority. (NYS Sales Tax Certificate)

**Tax Bulletin ST-360** If you will be making sales in New York State that are subject to NYS Sales Tax, you must register with the NYS Tax Department and obtain a *Certificate of Authority*. The *Certificate of Authority* gives you the right to collect sales tax on your taxable sales and to issue and accept most New York State sales tax exemption certificates. Generally, the seller collects the tax from the purchaser and remits the sales tax to New York State. If you expect to make taxable sales in New York State, you must register with the NYS Tax Department at least 20 days before you begin business. New York State will then send you a *Certificate of Authority* which must be displayed at your place of business at all times.



## Insurance Requirements

*All Contractors, Vendors and their Subcontractors working for or on the premises of **The Saratoga County Fairgrounds (Saratoga County Agricultural Society, Inc. 162 Prospect Street, Ballston Spa, NY 12020)**, shall, during the term of this contract purchase and maintain the following types of insurance coverages and limits of liability:*

- 1) Commercial General Liability (CGL):
  - a) Limits of at least \$1,000,000 each Occurrence and \$2,000,000 Annual Aggregate
  - b) **NAME OF GR CUSTOMER** and any other parties required by this contract, shall be included as additional insured(s) on the CGL on a Primary and Non-Contributory basis (Including Completed Operations) using ISO Additional Insured Endorsement CG 20 38 04 13 AND CG 20 37 10 01 or an endorsement providing equivalent coverage to the additional insured(s).
- 2) Automobile Liability:
  - a) Limits of at least \$1,000,000 each Accident
  - b) **NAME OF GR CUSTOMER** and all other parties required by this contract shall be included as additional insured(s) on the auto policy on a Primary and Non-Contributory basis.
- 3) Commercial Umbrella:
  - a) Limits of at least \$5,000,000.
  - b) Umbrella coverage must include Primary and Non-contributory Additional Insured status to all entities that are listed as additional insured(s) on the CGL.
- 4) Workers Compensation and Employers Liability:
  - a) Employers Liability Insurance limits of at least \$500,000 each accident for bodily injury by accident and \$500,000 each employee for injury by disease. Coverage must be written to apply within the State of NY and must be written to include coverage for Sole proprietors, Partners, LLC Members or Corporate officers (if such proprietors, partners, members or officers will work on the job site).
- 5) Waiver of Subrogation – Contractor, Vendor and all their subcontractors waive all rights of recovery of damages to the extent of these damages are covered by general liability, umbrella, business auto, workers compensation and employers liability.
- 6) All policies will contain provisions whereby **The Saratoga County Agricultural Society, Inc.** will be notified by insurance carrier within 30 days of insurance policy cancellation for reasons other than non-payment of premium. **The Saratoga County Agricultural Society, Inc** will be notified by contractor within 10 days of insurance policy cancellation for non-payment of premium.
- 7) All policies are to be written by carriers acceptable to The Saratoga County Agricultural Society, Inc and with an A.M. Best Rating of no less than A-, VII.
- 8) An original copy of Contractor/Vendor's Certificate of Insurance evidencing coverage described above shall be provided to The Saratoga County Agricultural Society, Inc prior to commencement of work.

The validity of Certificates of Insurance will be checked by the Fair Office or its designee

If a Certificate of Insurance is found to be invalid, this will be considered a violation of the Vendor Contract. The vendor will not be allowed to set up and/or conduct business during Fair week. Moneys already paid for the vendor privilege will be forfeited by the vendor and future contracts may not be offered.

The Saratoga County Fair may impose additional insurance requirements for commercial auto and excess umbrella coverage for vendors with high hazard operations.

# NYS SPECIAL EVENT PERMIT TERMS AND CONDITIONS FOR BEER AND WINE SALES

From NYS liquor Authority website:

## ALL PERMITS

All special event permits are subject to the following terms and conditions:

1. No person shall sell, deliver or give away or cause or permit or procure to be sold, delivered or given away any alcoholic beverages to any person, actually or apparently under the age of twenty-one years.
2. No child, actually or apparently under the age of 16 years will be admitted to the premises at which event is held unless accompanied by their parent or guardian or by an adult person authorized by its parent or guardian, as provided by of §260.20 of the Penal Law.
3. No sale or service of alcoholic beverages shall be made during the hours prohibited by the provisions of §106 (5) of the Alcoholic Beverage Control Law or by rule of the county government having jurisdiction in the county in which the event is held.
4. No alcoholic beverage may be sold, served or consumed in any area where bingo is played.
5. Alcoholic beverages must be purchased from a licensed brewer, winery, or wholesaler ONLY, and not from a retail licensee.
6. A separate permit is required for each point of sale for each date. The permit must be on display at the event.

## TEMPORARY BEER & WINE PERMITS - Section 97

Authorizes the sale of WINE or BEER at retail for consumption at a gathering for a period not to exceed 24 consecutive hours. Such permit shall be valid for a period not to exceed 24 consecutive hours commencing 8:00 a.m. of the effective date of such permit except that in no event shall the sale of beer be permitted prior to 12:00 Noon on Sunday or during the hours prohibited by the Alcoholic Beverage Control Law or by rule of the county government in which the event is being held. This permit shall be subject to the following conditions:

1. Application must be received by the Liquor Authority a minimum of 15 days prior to the event.
2. No alcoholic beverages except beer or wine may be kept or be permitted to be kept or sold on the premises during the period that any permit issued in accordance with this application is in effect.
3. No beer or wine may be taken from the premises where said event is held except that at the termination of said event, any beer or wine which shall remain on hand will be removed from said premises by brewer, winery or wholesaler from which it was purchased, or by its designated agent.
4. Beer may be sold, served or consumed in rooms or areas in which authorized games of chance are held. Applicants must provide a copy of the Racing and Wagering certificate with the application.
5. The Alcoholic Beverage Control Law limits the number of Temporary Beer & Wine permits that can be issued for a location to four (4) permits during a 12 month period.

## CATERERS PERMITS (all) - Section 98

Authorizes an active on-premises retail licensee to furnish alcoholic beverages for use at a specific event located off the licensed premises. Applicant must be hired to furnish provisions (food) and alcoholic beverages at the event. An applicant cannot cater for themselves. Such permit shall be valid for a period not to exceed 24 consecutive hours commencing 8:00 a.m. of the effective date of such permit and shall authorize the permittee to furnish provisions and alcoholic beverages for use at an indoor event. This permit shall be subject to the following conditions:

1. Application must be received by the Liquor Authority a minimum of 15 days prior to the event.
2. Food must be provided by applicant/licensee, meeting the minimum requirements under §64-a of the Alcoholic Beverage Control Law, for example: salads, soups, sandwiches, finger foods. Pretzels and potato chips do not meet the minimum requirements for food.



## **FAQ's for food service vendors operating at the Saratoga County Fairgrounds.**

### **My restaurant serves food at several local events throughout the year. Can I obtain one health permit that would cover all these events?**

At this time, blanket temporary food service establishment health permits that would cover an operator at multiple events are not allowed by NYS code.

NYS Sanitary Code Subpart 14-2 "Temporary Food Service Establishments" states that "A "temporary food service establishment" means a place...which operates at a fixed location in conjunction with a single event...of not more than 14 days duration. Because of this code definition, each temporary FSE permit issued must be specific as to the event and dates for which it is valid, and can only cover up to 14 days total.

Questions have also arisen whether an annual catering permit is sufficient to serve food at a temporary event, and the answer is that a catering permit does not allow the holder to serve food to the general public at a temporary event.

A Caterer is defined by NYS Sanitary code as "...person who prepares, furnishes, or prepares and furnishes food intended for individual portion service at the premises of the consumer...". Caterers are not allowed to sell (or give away) food directly to the general public under their catering permit-they are only allowed to provide individual portion service to the consumer (interpreted as the individual or group that hired them to provide food to a closed group) at a premises under the control and supervision of the consumer that hired them (like a private home or leased/rented location).

A possible option for an operator working at many events during a year and looking to control permit costs might be to develop a mobile food service establishment or pushcart that would qualify for an annual permit. These units must comply with the requirements of NYSSC 14-4, and must be operated in conjunction with a commissary. While the initial cost for the units themselves can be substantial, this type of annual permit allows these units to set up and serve to the general public at any appropriate location throughout the County (subject to local municipal zoning and vending ordinances) for the entire year.

### **We would like to hold a bake sale. What do we need to do?**

When a bake sale is held in a manner such that the food is prepared by and sold exclusively to members of a distinct group and where the general public is not invited, such as a school bake sale operated by a parent-teacher association or a bake sale held by members of a congregation during a church function, a permit would not be required. This is consistent with the State Sanitary Code §14-1.20, which excludes from the definition of a food service establishment those "food service operations where a distinct group mutually provides, prepares, serves and consumes the food such as a 'covered dish supper' limited to a congregation, club or fraternal organization."

When a bake sale is held in such a manner that the food is being openly sold to members of the general public, such as a stand or table at a lawn fete or similar community event, then a temporary food establishment permit is usually required, and all the requirements of NY State Sanitary Code subpart 14-2 also apply, including those related to approved sources of food.

Exceptions to the temporary food establishment permit requirement for sales to the public at a community event may occur when the "community event" is considered a "retail agricultural venue", such as a farmer's market, flea market or craft fair. Those venues would fall under NYS Agriculture and Markets regulation (see link <http://www.agmkt.state.ny.us/FS/consumer/processor.html> ), and NY State Agriculture and Markets should be contacted regarding requirements they may have.



## **ELECTRICAL REQUIREMENTS FOR SARATOGA COUNTY FAIRGROUNDS**

**No one may do electrical work on the Saratoga County Fairgrounds  
without written consent from the Saratoga County Agricultural Society.  
Anyone not following these rules and regulations will be told to correct any violations or leave the Fairgrounds.**

- 1) No one may drive anything into the ground over 12 inches in length anywhere on the Saratoga County Fairgrounds at any time without the permission of the **FAIR MANAGER or the FAIR ELECTRICIAN**. These are the only people that may give permission. ANYONE not abiding by this rule will be FINED \$500 plus the cost of repairs to any damaged wires, electrical cables, communications cables, and/or water lines. This fine will be on the event organizer.
- 2) All lead cords feeding campers and vendors must be no smaller than the original camper lead unless approved by The Saratoga County Fair electrician.
- 3) Article 525.20 of the National Electric Code (NEC) states portable cords shall be #12 or larger; they must be grounding type. The cord must be embossed or printed with a "W" in the printing showing that they are rated for outdoor use. 2-wire cords are not acceptable. Cables with a "J" in the print are not acceptable. All cords will be continuous with no splices or non-waterproof connections. Cords that are an original integral part of a UL listed piece of equipment are exempt.
- 4) No "daisy chain" of campers, trailers, etc. If a camper has more than one camper, trailer, or other apparatus requiring a power feed, they must rent 2 (two) sites for separate power. They cannot feed more than one vehicle from one receptacle.
- 5) Any outdoor connections must be approved water-tight connections or boxes. Standard lead ends are not acceptable outdoor connections.
- 6) All outdoor 120 volt leads shall be ground fault protected either from a GFCI outlet in the camper or an inline GFCI lead. Exception: If the camper or trailer is plugged into a GFCI receptacle on the Fairgrounds, then an additional GFCI is not required.
- 7) Leads can NOT be coiled. They must be spread out in a loop in an area where it is not a trip hazard for the electricians.
- 8) Leads on reels are prohibited. Any cords that are on reels must be unreeled and looped in an area where they are not a trip hazard for the electrician.
- 9) Any lead cord not approved by the Fair electrician must be removed immediately. NO EXCEPTIONS.
- 10) No ungrounded, frayed, spliced, or damaged leads may be used at any time.
- 11) The Fair electrician has the right to and may inspect any lead at any time. If he/she determines the lead is unsafe, he/she may remove the lead from service and turn it over to the Fair Office. The owner of the lead may retrieve his/her lead from the Fair Office. If the electrician finds this lead put back in service, the power to that campsite or vendor will be shut down.
- 12) There must be 3 feet of clearance in front of ALL electrical panels and a clear path for easy access for the electricians. This includes all campsites, vendors, buildings, pavilions, and any other electrical panels. NO EXCEPTIONS. If in the electrician's opinion someone is not conforming to this rule, he/she must immediately move whatever is in the way or leave the Fairgrounds.
- 13) No one may plug into a receptacle or box other than his/her assigned site without the permission of the Fair electrician.

- 14) No one is allowed in the panel boxes other than authorized Fair personnel.
- 15) All Saratoga County Fair panel boxes are locked. NO ONE shall enter these boxes other than authorized Saratoga County Fair personnel. NO ONE other than the Saratoga County Fair Electrician may do anything more than reset circuit breakers in these panel boxes.
- 16) Any time a panel box or any other electrical device, including locking devices, belonging to the Saratoga County Agricultural Society is damaged due to negligence or forcible entry, the entire panel box will be shut down until the responsible person is located. This person will be arrested and will be required to pay for a complete reconstruction of what is damaged. If a locking system is damaged on a panel box, that entire panel box will be replaced and all labor and materials will be the responsibility of the person or persons responsible for the damaged the panel box. Payment will be made in full to the Saratoga County Agricultural Society in a form acceptable to the Fair Manager.
- 17) The Saratoga County Fair has NO lead cords to loan.
- 18) All electrical equipment and leads shall be UL listed and labeled and used in accordance with their intended use.
- 19) Any panel boxes, distribution boxes, or any other electrical device that is outdoors must meet National Electric Code (NEC) specifications for outdoor use.
- 20) Any generator other than portable generators operated on the Saratoga County Fairgrounds will be set up by the Fair electrician.
- 21) Portable generators may be set up by others but must be approved by the Fair Electrician. All 120 volt receptacles must be ground fault protected either on the generator or by inline GFCI leads.
- 22) Any camper that overloads any circuit may, at the electrician's discretion, be removed from the Saratoga County Fair power. Any camper tripping a breaker more than three (3) times will be removed from the Saratoga County Fair power.

**ELECTRICAL REQUIREMENTS**

**SIGNATURE PAGE**

I have read the Electrical Requirements for the Saratoga County Fairgrounds and I agree to abide by all the provisions of the document.

Tenant Name:

---

Signature of Tenant

---

Date

---

This page is to be returned with the signed contract





## Camping

There are a limited number of 50-amp and 30-amp-circuit sites available at the Saratoga County Fairgrounds. These sites can be rented as part of your lease, at an additional charge. Additional costs will cover overnight security and maintenance personnel and scavenger service for the campers, as required by NYS Department of Health regulations. Once the system is full, we reserve the right to limit services provided.

Each trailer site is **approximately** 35 ft. long and 20 ft. wide. You are required to park within the site area **only** and not block the access roads to the campgrounds.

**You must maintain a 5-foot distance between trailers, slide-outs or awnings. Anything closer is a violation of the New York State Camping Regulations. If trailers are closer than 5 feet, more regulations apply and may require additional actions and/or costs/fees on your part.**

### Per NYS Sanitary Code Subpart 7-5:

(3) The minimum area per site may be less than the requirements specified in 7-5.8(a)(1)

and (2) when:

(ii) a separation distance of at least 5 feet is maintained between camping units including any add-on structures or appurtenances attached to the camping units; and

- 1) Charcoal grills, gas grills, or other open flame cooking devices cannot be used within 10 feet of any camping unit.
- 2) Bonfires or recreational fires are prohibited on campsites. Such fires cannot be conducted within 25 feet of any camping unit.
- 3) Adequate fire extinguishers or other extinguishing equipment shall be readily available to all camping areas. Fire extinguishers, where used, shall be installed and maintained in accordance with the recommendations of the equipment manufacturer and generally accepted standards.
- 4) Fire apparatus access roads shall be provided within 300 feet of each camping unit and shall have an unobstructed width of no less than 20 feet and an unobstructed vertical clearance of not less than 13 feet 6 inches.

***\*\*The Fair strictly prohibits any bonfires or any recreational fires on the fairgrounds\*\****

There are no sewer hook-ups on the fairgrounds. Pumping contracts are available. Anyone found to be discharging their sewer (grey or black water) or holding tanks onto the fairgrounds or adjoining property may be removed from the fairgrounds and will be subject to fines herewith.

Grey water discharge violations will be subject to a **\$250** fine per offense.

Black water discharge violations will be subject to a **\$1000** fine per offense.

**If your planned event requires more than the 77 approved existing locations, a map of the proposed camp sites must be submitted and approved by the NYS Dept. of Health, Glens Falls office prior to advertising the event.**



## **Village of Ballston Spa notification.**

All events on the Fairgrounds will be subject to approval by the Village of Ballston Spa, at least 120 days prior to the event date.

**Please use the form on page 17 to inform the Village of your intentions.**

The Village Office is located at

66 Front Street

Ballston Spa, NY 12020

518-885-5711

More information can be found at the Village web site:

<http://www.villageofballstonspa.org>



**Here are your primary Government and Emergency Services contacts for an event here:**

Mayor Frank Rossi Jr  
Village of Ballston Spa  
66 Front St.  
Ballston Spa, NY 12020  
518-885-5711

Village of Ballston Spa PD  
Police Chief Dave Bush 30  
Bath Street  
Ballston Spa, NY 12020  
(contact thru the Mayor)

Community Emergency Corps  
Ashley Edwards  
Chief of Operations  
78 Thompson Street  
Ballston Spa, NY 12020  
518-885-1478

Sheriff—Michael Zurlo  
6010 County Farm Rd.  
Ballston Spa, NY 12020  
518-885-2450

Village of Ballston Spa  
Fire Chief BSVFD, Mike Bashore  
66 Front Street  
Ballston Spa, NY 12020  
518-885-6261

Saratoga County  
Emergency Services  
Director  
Andre Delvaux  
25 West High St.  
Ballston Spa, NY 12020  
518-885-2232



VLLAGE OF BALLSTON SPA SPECIAL EVENTS APPLICATION

Date of Notice: \_\_\_\_\_

**EVENT INFORMATION:**

Name, Title and contact information for Event: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Date and Time for Set Up: \_\_\_\_\_

Date and Time for Take Down: \_\_\_\_\_

Event Activities: \_\_\_\_\_

\_\_\_\_\_  
(entertainment, vending, gaming, fireworks, etc. Please attach any additional information. Please be advised that all outside vendors and entertainment shall fill out a vendor permit application)

Name of Owner of Facilities or Property: \_\_\_\_\_

Facilities Manager and contact information: \_\_\_\_\_

Number of people expected to attend event: \_\_\_\_\_

Will Alcoholic Beverages be served? Yes/No Sold? Yes/No

Does the Event require Fire/EMT equipment? Yes/No

Does the Event require DPW employees? Yes/No

**ADDITIONAL REQUIREMENTS:**

Attach Site Map of event, which includes a sketch or map, schedule of events and/or parade routes showing street closures/barricades, booths, beer garden, stage set-up or any other activities relating to the event and event site. Please include street names, boundaries marked on map, placement of any barricades, fencing, tables, tents etc.

Attach other permits (DOH, SLA, etc)

Attach Certificate of Insurance

Attach Hold Harmless

\_\_\_\_\_  
Event Coordinator Signature

\_\_\_\_\_  
Date

## Special Event Permit Application

### New York State Liquor Authority

#### Landlord Authorization Form

Date(s) of event: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Venue Name: \_\_\_\_\_

Venue Street Address: \_\_\_\_\_

Venue City and zip code: \_\_\_\_\_

***By my signature, I acknowledge that I am the landlord/owner of the applied for premises, or that I am a duly authorized representative of the landlord/owner, to sign this landlord authorization form. I hereby grant permission for the sale or services of alcoholic beverages by the applicant for consumption on said property.***

\_\_\_\_\_  
Print Name of Landlord/Owner

\_\_\_\_\_  
Print Your Name and Title

\_\_\_\_\_  
Signature & Date