

# Wilkes County Agriculture Center

Please fill out the information below (if you cannot complete the Google Form application online) and email to Samantha Lusk, [salusk@ncsu.edu](mailto:salusk@ncsu.edu). All fields are required to be answered. We have 5 business days to response by email.

1. First and Last Name (Person of Contact): \_\_\_\_\_

2. Business/Organization or N/A: \_\_\_\_\_

3. Is your business/organization a Non-Profit with a valid 501c3, 501c6, and/or county-state funded.

**Yes or No (please circle one)**

4. Street Address, City, State, Zip:

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5. Contact email address: \_\_\_\_\_

6. Contact phone number: \_\_\_\_\_

7. List the start date and time that you are requesting (door locks will be sat by this information).

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8. List the end date and time that you are requesting (door locks will be sat by this information).

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9. Name or title of your event. \_\_\_\_\_

10. Type of event that you will be conducting?

**Please circle one:**

Business Meeting  
Community Service  
Conference  
Educational/Training/Workshop  
Fundraiser  
Social

11. Is your event Agricultural related?

**Yes or No (please circle one)**

12. How many people are you expecting to attend?

Rooms will be assigned based on estimated attendance. Events with 200 or more in attendance will not be allowed due to fire code.

**Please circle one:**

0-25

26-50

51-75

76-100

101-150

151-200

13. Please select the audio/visual equipment you will need. **Please circle one**

-Projector; HDMI cord is required, not supplied by Wilkes County Agricultural Center. Room "C" only.

-TV; HDMI cord is required, not supplied by Wilkes County Agricultural Center. Rooms "A&B".

-audio; Rooms "A, B, C"

-Sound (wireless or Lavalier Lapel Microphone) Room "C" only.

-No audio / visual equipment needed

Audio / visual equipment requires a training at least two days prior to the event. Email [john\\_cothren@ncsu.edu](mailto:john_cothren@ncsu.edu) to schedule the training session. Sessions typically take 15 minutes. The projector and sound are only available in room "C". Rooms "A&B" are equipped with flat screen tv's for projection.

14. Is the server kitchen reservation needed for the event?

Cooking for events is not allowed, however; the server kitchen can be used for food storage (prior to the event) and to keep prepared food warm or cold until it is served. The server kitchen is equipped with; stove, microwave, and refrigerator.

**Yes or No (please circle one)**

15. Will fees/donations be collected and/or sales occur during this event?

**Yes or No (please circle one)**

**Thank-you for your response. Email all questions to Samantha Lusk at [salusk@ncsu.edu](mailto:salusk@ncsu.edu). Please visit <https://wilkes.ces.ncsu.edu/wilkes-county-agricultural-center/> to view the Wilkes County Agricultural Center Rules, Rooms and Policies. Notifications will be sent via email within 5 business days.**

**I have read and understand all the rules and policies of the Wilkes County Agricultural Center.**

**Please sign: \_\_\_\_\_**