



Team Space Reservation Form

Celebrate your team’s accomplishment with a designated team space at the Douglas County Fairgrounds!

While our overnight venue has an awesome area for teams, we also recognize some teams may prefer a traditional team tent outside of the pavilion. Teams may choose between either the Open Pavilion or Outdoor Team Tent areas. Fill out this form and return to Bethany.spilhaus@nmss.org you’d like to reserve a space in either one. Features of each are listed below:

Open Pavilion Team Space	Outdoor Team Tent
52,000 sq. ft, Open air enclosed pavilion (combination of concrete walls and chain link walls) with concrete floor and permanent roof	Teams may bring their own tent or rent one from our vendor
Pavilion features restrooms, ceiling fans, electric outlets, and sound system.	Must be placed in designated areas on the Douglas County Fairgrounds to fall within our Alcohol Permit Rules
Tables and chairs will not be supplied but are available for rent.	Tent, tables and chairs rental cost is responsibility of the team
Team spaces will be divided by metal barricades and pre-assigned. Both space and barricades are free.	Outdoor Team Tent locations will be pre-assigned
Team space can be decorated with banners/balloons/streamers, etc.!	Team space can be decorated with banners/balloons/streamers, etc.!

See below our suggested Open Pavilion Team Space configuration. We hope this will help you reserve the best space, tables & chairs that will fit your team!

Space Dimensions	Approx. Team Size	Suggested # of Banquet Tables/Chairs
20x30	10-30	4 tables/24 chairs
30x30	30-50	6 tables/ 36 chairs
30x40	50-70	10 tables/60 chairs
30x50	70-90	14 tables/84 chairs
40x40	90-120	16 tables/96 chairs
50x80	120-160	25 tables/150 chairs

IMPORTANT REMINDERS:

- **The deadline for reservations is Friday, August 26, 2022.**
- Orders will not be processed without full payment.
- Since space is limited; placement of teams within the Open Pavilion will be on a first come first serve basis.
- Should you opt to bring your own tent, it must be able to be secured in/weighed to the ground.
- Anything larger than a personal camping tent must be listed and will not be allowed on the premises without a reservation due to space limitations
- RV hookups are available for \$15.00 which includes electrical but **NOT** water. We encourage you to reserve an RV spot ahead of time by calling Paige Vannicola at 785-832-5296
- There will be designated areas for drop off/pick up of team celebration items at the rear of the Open Pavilion to avoid any interference with cyclists on the route and other finish line festivities.
- If the event is canceled, there will be no refunds (if tents have been set up). Any fees would be considered donations to the National MS Society.
- If there is severe weather as determined by staff or security, anyone in the team tents will be **REQUIRED** to evacuate to a main building.



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o Douglas County Fairgrounds and the National MS Society are not responsible, nor liable, for any alcohol provided in team tents.

Team Name: _____

Contact Name: _____

Phone: _____ Email: _____

Payment Type:

Check

- All checks should be made payable to Marquee Event Rentals.

- Please add to memo section of the check: BIKE MS TENT for Team _____

Credit Card (please select one)

Visa

MasterCard

Amex

Discover Card

Number: _____

Exp. Date: _____ Name on Credit Card: _____

Open Pavilion Team Space or Outdoor Team Tent:

My team would like to be in the open pavilion.

Please reserve me a space the following size:

20x30

30x50

30x30

40x40

30x40

50x80

My team would like to rent a tent (or bring our own) to be placed outside the open pavilion. (Please complete table below)

Tables/Chairs:

My team will bring our own tables/chairs

My team will rent tables/chairs (please complete table below).

Please submit the completed form by August 26 via email to Pamela Wirken at
Bethany.spilhaus@nmss.org

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Other Notable Items (furniture, grills, meat smokers, large appliances, etc.)

My team will be bringing _____

Item	Est. Capacity w/ Tables & Chairs	Cost / Item	Qty	Sub Total
8' Rectangular Table		\$9.56		
Folding Chair		\$1.05		
10x10 Tent staked	5-10 people	\$241.21		
10x20 Tent staked	10-20 people	\$393.05		
20x20 Tent staked	20-40 people	\$534.91		
I am bringing my own _____ x _____ tent.		N/A		
<i>Price includes delivery, set-up, and tear-down.</i>			TOTAL	