

# Walla Walla County Fairgrounds & Event Center Facility Rental Application

Renter's Name: \_\_\_\_\_ Renter's Phone: \_\_\_\_\_  Individual  Business

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## EVENT DETAILS

Event Date(s): Set up: \_\_\_\_\_ Event Day(s): \_\_\_\_\_ Clean Up: \_\_\_\_\_ Is this a recurring event?  Yes  No

Event Type: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Check One:  Public Event  Private Event Admission Fee?  Yes  No Estimated Attendance: \_\_\_\_\_

Food provided by:  Renter  Catered If catered, name of caterer? \_\_\_\_\_

Will alcohol be served?  Yes  No Will it be sold?  Yes  No Service Provider:  Renter  Other \_\_\_\_\_

Will there be vendors?  Yes  No If yes, # of food vendors? \_\_\_\_\_ # of Non-food vendors \_\_\_\_\_

Will there be music?  Yes  No If yes,  DJ  Live Band Name of provider: \_\_\_\_\_

List any activities (i.e. auction, games, dancing) \_\_\_\_\_

## FACILITIES

<input type="checkbox"/> <b>Community Center</b> <i>Rental includes sound system, 1 microphone &amp; Kitchen #3</i> FULL: <input type="checkbox"/> Mon-Thu....\$800/day <input type="checkbox"/> Fri-Sun....\$900/day HALF: <input type="checkbox"/> Mon-Thu ONLY....\$600/day Please check: <input type="checkbox"/> Kitchen <input type="checkbox"/> Sound System & Microphone	<input type="checkbox"/> <b>1866 VIP Club House</b> .....\$500/day <i>Includes 8 round or banquet tables and 64 chairs</i> <input type="checkbox"/> <b>Flower Building</b> .....\$250/day <input type="checkbox"/> <b>Pepsi Stage &amp; Lawn</b> .....\$600/day <i>Includes trash cans, 10 picnic tables, 20 benches</i>
<input type="checkbox"/> <b>Pavilion Lower Exhibit Hall (includes Rotunda)</b> <input type="checkbox"/> Mar-Oct....\$1,200/day <input type="checkbox"/> Nov-Feb....\$1,400/day <i>Rental includes Pavilion kitchen and decorative lights.</i>	<input type="checkbox"/> <b>Education Building</b> .....\$250/day <input type="checkbox"/> <b>Exhibitors Office</b> .....\$150/day <b>Lawn Areas:</b> <input type="checkbox"/> Carnival - \$400/day <input type="checkbox"/> KiddieLand - \$400/day
<input type="checkbox"/> <b>Pavilion Rotunda (available March - October ONLY)</b> Mon-Thu ONLY....\$900/day	<b>Restrooms:</b> <input type="checkbox"/> Expo - \$250/day <input type="checkbox"/> Kiddieland - \$150/day <b>Parking Lots:</b> <input type="checkbox"/> Lot 5 - \$375/day <input type="checkbox"/> Lot 6 - \$375/day <input type="checkbox"/> Directors Lot - \$250/day
<input type="checkbox"/> <b>Expo Arena (non-animal event)</b> \$900/day	

## EARLY SET UP / LATE CLEAN UP FEES

<b>Community Center / Pavilion:</b>	<input type="checkbox"/> Full Day - \$400	<input type="checkbox"/> Half Day - \$200	<input type="checkbox"/> Late Clean Up - \$200
<b>1866 VIP Clubhouse:</b>	<input type="checkbox"/> Full Day - \$100	<input type="checkbox"/> Half Day - \$75	<input type="checkbox"/> Late Clean Up - \$75
<b>Flower or Education Building:</b>	<input type="checkbox"/> Full Day - \$100	<input type="checkbox"/> Half Day - \$75	<input type="checkbox"/> Late Clean Up - \$75
<b>Director's Lot, Lot 5 or Lot 6:</b>	<input type="checkbox"/> Full Day - \$140	<input type="checkbox"/> Late Clean Up - \$200	

## EQUIPMENT FEES

<b>Any Man or Equipment hours will be billed at \$60 per hour.</b>	
<input type="checkbox"/> Chairs ..... \$1/ea Qty: _____	<input type="checkbox"/> Additional Microphone .....\$25/day
<input type="checkbox"/> 8' Banquet Tables..... \$5/ea Qty: _____	<input type="checkbox"/> Free Standing Podium .....\$15/day
<input type="checkbox"/> 72" Round Tables ..... \$7/ea Qty: _____	<input type="checkbox"/> Tabletop Podium.....\$10/day
<input type="checkbox"/> Wine Barrel Tables (limited quantity) ..... \$5/ea Qty: _____	<input type="checkbox"/> Picnic tables ..... \$8/ea Qty. _____
<input type="checkbox"/> Stage 4x8 Sections.....\$15/ea Qty: _____	<input type="checkbox"/> Outdoor benches ..... \$8/ea Qty. _____
<input type="checkbox"/> Wi-Fi (check one): <input type="checkbox"/> 1 Day \$50 <input type="checkbox"/> 2 Days \$75 <input type="checkbox"/> 3 Days \$100	<input type="checkbox"/> Pop-Up Tents (limited quantity) ask for pricing
<input type="checkbox"/> Community Center Kitchen #2 ..... \$100/day	<input type="checkbox"/> Electronic reader board (public events only) Free with rental
<input type="checkbox"/> Community Center Kitchen #4 ..... \$100/day	Any other needs please list here:
<input type="checkbox"/> Portable Sound System ..... \$75/day	

**Please read and sign back side policies and requirements.**

## Rental Policies and Requirements

**Application:** A completed application is required to book a facility.

**Payment:** \$200 booking fee due with application. This fee is non-refundable or non-transferable but will be credited towards your final bill. 50% of the balance is due 6 months prior to the event. Balance of contract due 10 business days prior to event.

**Cancellation Policy:** We understand that circumstances often prevent a renter from fulfilling their contractual obligations. The Fairgrounds offers a schedule of refunds:

- 48 hours after submitting application: \$200 deposit will be refunded.
- Up to two (2) months prior to event: One-half of fees paid less \$200 deposit.
- Two (2) months or less: No refund

**Lease Agreement:** Upon receipt of the rental application and the reservation deposit, the Fairgrounds Office will prepare and send you a Lease Agreement. Sign and return the Agreement within 10 days to the Fairgrounds Office to hold your date.

**Insurance:** You must have the below listed liability insurance and Walla Walla County must be listed on your policy as additionally insured for the day of your event. Your insurance must cover all days you are renting including early set up and late cleanup days. **The Certificate of Insurance must be on file with the Fairgrounds Office at least 2 weeks before your event.**

• Each Occurrence	\$1,000,000	
• Personal & Advertising Injury	\$1,000,000	
• General Aggregate	\$2,000,000	
• Products/Completed Operations Aggregate	\$1,000,000	
• Damages to Premises Rented to You	\$1,000,000	
• Medical Payments	\$5,000	
• Liquor Liability Each Occurrence	\$1,000,000	Needed if alcohol is present
• Liquor Liability Aggregate	\$1,000,000	Needed if alcohol is present

**Food, Beverages, Parking & Ticketed Events:** Fairgrounds reserves full rights. Buyout options available and negotiable.

**Damage/Security Deposit:** A \$600 damage/cleaning deposit is required when you pick up the key. Your deposit will be returned to you 72 hours after your event, providing there is no damage, and you leave the building securely locked when leaving. Any work done by the Fairgrounds except for minimum cleaning will be charged at the rate of \$60 per man hour.

**Rental Time:** Buildings are available to clients for 24 hours from 12:00AM to 12:00AM the following day. If a client selects to have an Early Set Up Day and/or Late Clean Up Day, those hours will be included in the rental agreement.

**Keys:** Keys must be obtained on the day prior to your event, if on a weekend, PROVIDED the Certificate of Insurance, Security and the damage/cleaning deposit have been received by the Fairgrounds. You may only access the building for agreed rental times. You will be billed for accessing the building before or after your rental times.

**Decorations:** **ONLY** Blue Masking Tape can be used to hang decorations on walls. NOTHING may be attached to or inserted into the ceiling or walls in any manner **EXCEPT** the magnets available with rental. Renter is responsible for ensuring all magnets rented are returned. Full replacement cost will be applied to any lost magnets. You MAY NOT move or attach anything to the room divider. **There will be a minimum \$100 fine for failure to adhere to decoration rules. THIS WILL BE STRICTLY ENFORCED.**

**Security:** If serving alcohol at your event, security is required.

**Serving / Selling Alcohol:** The Fairgrounds require anyone serving alcohol at an event in one of their facilities to provide the proper permit from the Washington State Liquor Control Board. You must provide the Fairgrounds with a copy of your permit. The Fairgrounds will notify the County Commissioners that you are requesting to serve or sell alcohol on County property. **Alcohol consumption is strictly forbidden outside the building.**

**Pavilion Rental Only:** Absolutely no persons are allowed on the upper floor of the Pavilion at any time.

**With my signature, I confirm that I have read and understand the rental policies as set forth and agree to adhere to them as listed above. I understand my signature confirms receipt of the above rental information.**

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_