

Policies for Renting a Facility or Grounds Area at the Walla Walla County Fairgrounds & Event Center

Individuals 18 years of age or older may apply for reserved use of Event Center facilities at least fourteen days and not more than twelve months prior to the proposed event. Rentals requested within fourteen days may be accommodated at the discretion of the Event Office staff.

To rent one of our facilities or grounds areas a \$200 non-refundable deposit must accompany the application to temporarily hold your date. This deposit will be applied towards your final rental balance.

Upon receipt of your application and deposit, the Fairgrounds office will prepare a contract based on your application selections. This contract is created through our online software and a link will be sent to you to review the contract and electronically sign. The contract must be signed within 10 days to secure your date. Our general manager will then sign the contract electronically and the contract will then be considered executed.

Conduct of Persons

The client will be solely responsible for the orderly conduct of all persons using the premises by its invitation, either expressed or implied, during all times covered by the agreement. The Fairgrounds reserves the right to eject or cause to be ejected from the premises any person due to unlawful conduct. Any conduct that requires contacting the Walla Walla Sheriff's office or the Walla Walla Police will be an automatic forfeiture of your damage deposit.

Payment Schedule

- \$200 booking fee due with application. This fee is non-refundable and non-transferable. This fee will be credited towards your final bill.
- 50% of balance is due 6 months prior to 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

Equipment requirements

The final table and chair count must be received in the Fairgrounds office two (2) weeks prior to your event date. Clients are responsible for providing their own ladders extension cords, dollies, etc.

Hours of Usage

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.

Food and Catering

Some rental spaces have access to kitchens. Private events are welcome to provide your own food in our kitchens. Events open to the public require a certified caterer to prepare food in these kitchens. A copy of their certification is required by the Fairgrounds. Serving food at public events also requires a license through the Walla Walla County Health Department.

Alcoholic Beverages

Currently, Oregon Beverage Services (OBS) holds the liquor license for the Fairgrounds. Large events such as Monster Trucks, concerts, car shows, etc. are required to use OBS for their alcohol service. More information about OBS and what they can provide is included in this package.

Smaller private events like birthdays and weddings and non-profit fundraising dinners are allowed to bring and serve their own alcohol under certain conditions:

- No alcohol may be served, possessed, or consumed by the client or any other person without the consent of the Fairgrounds.
- Liquor liability insurance is required for events where alcohol will be served or consumed. Information regarding the liquor liability insurance can be found in the Insurance section of this document.
- Clients who want to serve alcohol at their event must purchase a Banquet Permit for private events or a Special Occasion License for public events through the Washington State Liquor Control Board. Permits can be purchased through their website at <https://lcb.wa.gov/licensing/banquet-permits>. A copy of this permit must be provided to the Fairgrounds at least 2 weeks prior to your event.
- Events serving alcohol will require a private security firm to be onsite during the duration of the event.

Absolutely no alcohol is to be consumed outside of the building.

Decorations:

ONLY blue masking tape (painters' tape) can be used to hang decorations on walls. NOTHING may be attached or inserted to the ceiling or walls in any manner **EXCEPT** with the magnets available with Community Center 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.**

Use of Flame or Flammable Materials

The client agrees that it will not use any decorative materials by any applicable law, policy or regulation or any similar flammable combustible materials on or about the premises. Client further agrees to not stage any act or performance in which fire, flame, or explosive device is involved without first having obtained the prior written permission of the Fairgrounds and Walla Walla County Fire Marshal and the permit is on file with the Fairgrounds.

Marijuana/Illegal Drugs

The consumption of marijuana products or illegal drugs of any type is strictly prohibited on the Fairgrounds.

Parking

The client is responsible for the parking and traffic flow during the event. Use of the parking lots for any purpose other than event parking, such as activities/displays, will be billed at the current rental rate. No parking is allowed at any time in designated fire lanes.

Electrical Service

Basic 110 volt outlets are included with your rental fee. If you require 200 volts, please discuss your needs with the Event Coordinator when booking your rental.

Garbage Services

Clients are responsible for emptying garbage barrels into provided bins outside of the building. All trash inside and outside the building, including the parking areas and grassy lots must be picked up by renter and thrown in trash barrels. Failure to do so could result in the loss of your damage deposit.

Damage

Prior to receiving any keys to a facility, a \$600 damage deposit is required. This deposit will be returned to the renter after the event and the facility has been inspected for damages. Normal wear and tear is expected; however, if facility or equipment damage occurs, you will be charged accordingly. Digging holes, fire pits or any other activities which may damage trees or landscape are prohibited on the grounds.

Insurance Requirements

Anyone that holds an event or is a vendor on the Walla Walla County Fairgrounds & Event Center must have a general liability policy that shall be in effect during the entire rental period, including event set-up and tear-down days. The Certificate of Insurance (C.O.I) must be on file with the Fairgrounds Office no later than 2 weeks prior to your event. Policy requirements are included in this package. A sample C.O.I. is also included.

Keys

It is the sole responsibility of the client to obtain any necessary keys for the facility being rented. Keys will only be issued once rental fee, deposit, and all required documentation (insurance certificate, security verification, etc.) have been received by the Fairgrounds office. Keys must be obtained on the day prior to your event. If the event is on a weekend, you must pick the keys up on Friday between 4:30pm and 5:00pm. Keys must be returned to the office on the next business day or may be placed in the drop box at the office. Failure to comply could result in a \$50.00 per day charge to Lessee. ***Loss of keys will result in the Lessee paying the cost for Lessor to rekey the building.***

Scheduling

Unless otherwise specified in writing, Fairgrounds may schedule other events that could take place on Fairground property before, during and after the dates of this contract without notice to the client.

Lost or Stolen Items

The Fairgrounds is not responsible for lost, stolen, or damaged items during the use of the premises.

Default

Should the client default in the performance of any of the terms and conditions of the agreement, Fairgrounds may terminate the agreement at its sole option and without prior notice to client. The client will be liable for the full amount of the fees agreed upon. Fairgrounds will retain any deposit made by the client.

Important dates to remember:

- 50% of rental fee due 6 months prior to event.
- Alcohol Permit due 2 weeks prior to event.
- Certificate of Insurance due 10 business days prior to event.
- Final changes to equipment rental due 2 weeks prior to event.
- Final payment due 10 days prior to event.
- Damage deposit due prior to receiving building keys.



Insurance Requirements

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The policy must include:

Each Occurrence	\$1,000,000	
General Aggregate	\$2,000,000	
Personal & Advertising Injury	\$1,000,000	
Products/Completed Operations Aggregate	\$2,000,000	
Damages to Premises Rented to You	\$1,000,000	
Medical Payments	\$5,000	
Liquor Liability Aggregate	\$1,000,000	Required if alcohol is being served.
Liquor Liability per Occurrence	\$1,000,000	Required if alcohol is being served.

The Certificate of Insurance must include the following language as additionally insured:

“The Walla Walla County Fairgrounds & Event Center, Walla Walla County, its officers, directors, agents and employees shall be named as primary, non-contributory, additionally insured.”

Address:

Walla Walla County
363 Orchard St.
Walla Walla, WA 99362

We recommend that you send this page to your insurance company to get the proper coverage and language on your certificate.

Walla Walla County Fairgrounds recommends using the following providers:

Event Insurance:

Jessica Moreland with Lloyd's -- (509) 525-4100

You can also purchase event insurance through the County. An application is available in this packet.

Security Companies Allowed:

Security First

Jeff Preas

(509) 876-6995

Tri-Cities Monitoring, Inc.

Tia Ortiz - Admin. Asst.

2529 W Falls Ave

Kennewick, WA 99336

(509) 392-8011 Office

(888) 890-0881 Fax

tia@tricitymonitoring.com

www.tricitymonitoring.com

The above listed security providers are currently the only providers the Fairgrounds allow to service events in our facilities. In order for a security company to be allowed to provide service for one of our facilities, the company must be licensed through the State of Washington and a copy of this license be provided to the Fairgrounds. The company must also provide the Fairgrounds with a Certificate of Insurance with at least \$25,000 of bodily injury coverage and \$25,000 of property damage coverage.

WALLA WALLA COUNTY EVENT INSURANCE EVENT HOLDER QUESTIONNAIRE

(To be attached to Permit Application – Retain in your files)

RENTER / EVENT HOLDER NAME: _____

Address: _____

City: _____ State: _____ Zip: _____

Event Contact Person: _____

Email Address: _____ Daytime Phone Number: _____

EVENT INFORMATION:

Date(s) of Event (include setup & take down days): Set up: _____ Event: _____ Take down: _____

Classification of Event (check box): I II III Vendor Only Instructor: Class I Class II Class III

Hours of event: Start _____ End: _____

Location of Event: (Must enter complete address on certificate) _____

Type of event: _____

Detailed Description of Event: _____

Total attendance (per day) including all participants, spectators, guests, exhibitors, performers, entertainers, volunteers and employees:

Day One _____ Day Four _____ Day Seven _____

Day Two _____ Day Five _____ Day Eight _____

Day Three _____ Day Six _____ Day Nine _____ **Total Attendance for ALL Event Days:** _____

ADDITIONAL EVENT EXPOSURES:

YES NO

Admission Fee Charged?

Vendors/Exhibitors/Concessionaires? How many Vendors? _____ (provide a list)

Caterer? (provide name) _____

Liquor Served?

Liquor Sold?

Food/Non-Alcoholic Beverages Served?

Food/Non-Alcoholic Beverages Sold?

Entertainment Activities? (provide a list)

Have you held this event or similar in the past?

If yes, have accidents, incidents, claims or loss arisen from such event?

Please review contracts and attach a separate sheet, listing **names and addresses** of all parties requiring to be named as Additional Insured.

The event premium includes a premium charge for the facility owner/lessor as additional insured.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/01/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Broker licensed in all 50 States	CONTACT NAME: Will Maddux	FAX (A/C, No):
	PHONE (A/C, No, Ext): (855) 493-8368	E-MAIL ADDRESS: info@theeventhelper.com
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : A XV Rated Insurance Company		
INSURED Renter's Name Here Renter's Address	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			Policy # TBD	TBD 12:01 AM	TBD 12:01 AM	EACH OCCURRENCE	
	<input checked="" type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
	<input checked="" type="checkbox"/> Host Liquor Liability						MED EXP (Any one person)	\$ 5,000
	<input checked="" type="checkbox"/> Retail Liquor Liability	Y	Y				PERSONAL & ADV INJURY	\$ 1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE	\$ 2,000,000
<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							PRODUCTS - COMP/OP AGG	\$ 2,000,000
OTHER:							Deductible	\$
AUTOMOBILE LIABILITY							COMBINED SINGLE LIMIT (Ea accident)	\$
<input type="checkbox"/> ANY AUTO							BODILY INJURY (Per person)	\$
<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident)	\$
<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	\$
<input type="checkbox"/>	<input type="checkbox"/>							\$
UMBRELLA LIAB							EACH OCCURRENCE	\$
EXCESS LIAB							AGGREGATE	\$
<input type="checkbox"/>	<input type="checkbox"/> OCCUR							\$
<input type="checkbox"/>	<input type="checkbox"/> CLAIMS-MADE							\$
<input type="checkbox"/>	DED							\$
<input type="checkbox"/>	RETENTION \$							\$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY							PER STATUTE	
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		Y/N					OTHER	
If yes, describe under DESCRIPTION OF OPERATIONS below		<input type="checkbox"/>	N/A				E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder listed below is named as additional insured per attached MEGL 2217 01 19.

Attendance: (your total attendance), Event Type: (your event type)

Waiver of Subrogation & Primary/Non-Contributory endorsements listed if purchased with the policy

If additional wording or other endorsement forms are required by the venue, please call 855-493-8368 or email info@theeventhelper.com.

We're happy to help!

CERTIFICATE HOLDER**CANCELLATION**

Walla Walla County
363 Orchard St.
Walla Walla, WA 99362

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Agent of Record signature here

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EVANSTON INSURANCE COMPANY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

Walla Walla County
363 Orchard St
Walla Walla, WA 99362

Please call (855)493-8368 or email us at info@theeventhelper.com for more additional insured entities

- A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule of this endorsement, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by the acts or omissions of any insured listed under Paragraph 1. or 2. of Section II – Who Is An Insured:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

- B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

All other terms and conditions remain unchanged.



Who We Are:

Oregon Beverage Services is a family owned and operated company that started in 1986 as Premier Beverage Services. With decades of combined experience in alcohol distributing, catering, and event management we are able to bring an unmatched level of knowledge to your event.

What We Offer:

We are a full service adult beverage catering operation. We handle all aspects related to alcohol service at your event so you do not have to worry about a thing. This includes, but is not limited to: licensing, insurance, bartenders, product, security, and bar set up.

What We Do:

We will start with an initial call or email to get details for your event. From there we will build an starting estimate based on a few different variables. It is important to note that the estimates are not set in stone and are what we call a “worst case scenario”. You will only be charged for the product that is consumed/opened. If your event does not go through all of the alcohol that is brought, we will take it back and adjust your final total.

Types of Bars:

Hosted - This is where you would be incurring all costs related to the service of alcohol and not passing that expense on to your guests.

Cash - This is where your guests are responsible for their own drink purchases.

Combination - This is where you are incurring costs for some, but not all of the alcohol service. An example of this would be if you were to have beer and wine complimentary but guests are responsible for purchasing their own cocktails.

Important to Note:

- We require 30 days notice for all events
- Hosted bars require a \$250 deposit
- There is a \$750 minimum for all events
- We do not provide non alcoholic beverages (i.e. water and soda)

Contact:

(503) 362-3391