



Thank you for choosing the Kittitas Valley Event Center for your event. We are happy to have you!

Enclosed in this packet is your contract and additional information that will help ensure that your event is a smooth and pleasant experience.

*Please read all of the enclosures carefully. Your event will be a greater success if you become familiar with:*

- ◆ The ORIGINAL contract. Sign and/or initial in all the appropriate places and return it with your PAYMENT within **ten (10) business days**.
- ◆ The COPY of the contract is for you to keep for your records.
- ◆ The Ground Rules which apply to all space rentals.
- ◆ Insurance Requirements
- ◆ Amenities List
- ◆ A diagram of your room, with a list of amenities to help you plan.
- ◆ Alcohol and **security** information if any alcoholic beverages of any kind are to be available and consumed by any attendee at your event.

*One month prior to your event, we need to hear from you regarding your:*

- ◆ Room set up, map and amenity choices (**late changes received less than one week prior to your event may accrue additional labor charges**)
- ◆ Camping, stalls or additional space or services needed
- ◆ Insurance for your event

Please contact the office no later than **30 days prior to your event** to submit these details, ask any questions, and receive additional help regarding your event.

**Thirty (30) days prior to your event, the office must also receive:**

- ❖ **Insurance information**
- ❖ Any liquor service requirements (**liquor license and security arrangements**), if applicable,
- ❖ Confirmation of time for check-in and/or getting keys and access to your chosen facility
- ❖ **Payment of any balances due**
- ❖ **If items are not received, the event will be cancelled.**

Feel free to contact the Event Center with any questions. We look forward to assisting you with your event.

Regards,

*Lacie Dawson*

Lacie Dawson  
KVEC Program Manager



## Insurance Requirements

Kittitas Valley Event Center requires our clients to acquire and maintain throughout their occupancy of the KVEC premises (set-up, event, dismantle) an insurance policy which covers their events.

**Licensee shall provide a Certificate of Insurance with Policy Endorsement(s) to KVEC twelve (12) days prior to each Event or said Event(s) may be subject to cancellation at KVEC's discretion and without recourse by Licensee.**

Anyone who holds an event on the grounds must have a Commercial General Liability Policy that shall be \$1,000,000 each occurrence with a minimum of **\$1,000,000 Products/Completed Operations and \$2,000,000 General Aggregate.**

**The event producer (LESSEE) shall be named insured on the policy and the Kittitas Valley Event Center shall be named certificate holder, and the "Kittitas Valley Event Center, Kittitas County, it's agents, employees and assigns" shall be named additionally insured on all certificates.** Please inform your insurance agency to be sure they include this on the policy exactly as stated. Certificates will not be accepted without this. **If alcohol is to be consumed, a liquor liability policy is required, in addition to the standard insurance requirements.**

These agents are able to help you acquire the coverage needed:

### Gerald Lael

Farmers Insurance  
2301 W Dolarway Rd Ste 5  
Ellensburg, WA 98926-8060  
509-962-8800 (Office)  
509-962-8801 (Fax)  
[glael@farmersagent.com](mailto:glael@farmersagent.com)

### Shaun Montgomery

Montgomery Agency  
300 N Main Street  
Ellensburg, WA 98926  
509.925.9633 PH  
<https://insureeburg.com/>  
[shaun@montgomeryagency.net](mailto:shaun@montgomeryagency.net)  
[Lee@montgomeryagency.net](mailto:Lee@montgomeryagency.net)

[www.theeventhelper.com/](http://www.theeventhelper.com/)

[www.specialeventinsurance.com](http://www.specialeventinsurance.com)

### Jordan Simon

American Family Insurance  
2101 W Dolarway Rd #3  
509-933-2200  
[jsimon@amfam.com](mailto:jsimon@amfam.com)

### Jim Gibbons

Mitchell, Reed & Schmitt  
Ellensburg, WA 98926  
101 W. University Way  
509-925-3000  
[JimG@mrandsins.com](mailto:JimG@mrandsins.com)

### Cindy Slater-Rogers

Bell-Anderson Agency, Inc.  
1206 N. Dolarway, Suite #117  
Ellensburg, WA 98926  
[cindys@bell-anderson.com](mailto:cindys@bell-anderson.com)

### Scott Rollins

State Farm Insurance  
400 N. Pearl  
509-925-1483



Washington State  
Liquor and Cannabis Board

**Applying for a Banquet Permit Online:** <https://lcb.wa.gov/licensing/licensing-services>

A banquet permit is a permit you apply for that allows the service and consumption of liquor at a private, invitation-only banquet or gathering held in a public place or business. Examples include weddings, company banquets, retirement parties, and club, organization or church events.

- **What does the permit cost?** Banquet permits cost \$10 per day for your event, so, a three day events costs \$30. Note that you will need an email address and a credit or debit card to complete this transaction. If you do not find the email with attachment in your inbox, please check your “junk” or “spam” folders before contacting WSLCB Licensing Customer Service Desk for support.

**Important information about banquet permits**

- All banquet permit sales are final
- No refunds will be issued
- Banquet permits are available to for-profit businesses, societies, organizations, and individuals
- Retail liquor licensees may not obtain banquet permits
- Attendance must be by invitation only
- The event may not be open or advertised to the public
- Liquor must be free of charge, or brought by individuals attending the event. No separate or additional charge may be made for liquor, and donations cannot be accepted
- The event cannot be for business promotions
- Liquor must be purchased from a retail store at full retail price
- Package deals are allowed that may include, for example, the cost of dinner, liquor and entertainment. To ensure participants receive an equal share, tickets exchangeable for drinks may be issued as part of the package price. No profit may be made from the packaged deals
- Rental facilities or halls may require a banquet permit
- You must obtain any required permits from your local authorities when you host an event in a public place
- **Who do I contact with questions about banquet permits?** For questions, call the Licensing Customer Service desk at (360) 664-1600 (select option 1). A customer service specialist will be happy to assist you.



**A special occasion license** allows a bona fide nonprofit organization to sell liquor at a specific time, date and place. Examples of events include fundraising dinners, gala events, auctions, and wine tastings.

- Cost: \$60 per day, per location
- Applications available online

Special Occasion all ages outdoor event Addendum – This form is only needed if you are having an event outdoors and want minors and alcohol to co-mingle. Filing out this application does not grant you the permission to have minors in your enclosed beer garden area. If you are approved you will be notified by the Board.

- Submit your application and fee 45 days before the event to:
- Washington State Liquor and Cannabis Board Licensing and Regulation Division P.O. Box 43085 Olympia, WA 98504-3085
- Available to bona fide nonprofit organizations

## Security Required

Any event held at the Kittitas Valley Event Center which will have alcohol present must provide an appropriate liquor license (either a banquet permit or a special occasion license) AND provide professional security. At least one security staff person per 100 guests is required. These security companies provide service in the Kittitas County Area:

CMS/Starplex (509) 453-9106 [www.cmsprotectsfun.com](http://www.cmsprotectsfun.com)

Pacific Security (509) 662-7609 [www.pacsecurity.com](http://www.pacsecurity.com)

Phoenix Security (509) 469-8668 <http://phoenixprotectivecorp.com/>



## Facility Use Policy

Thank you for choosing the Kittitas Valley Event Center for your event.

We hope the information below will enable you to have a pleasant experience.

Please inform your guests about the following policies.

### GROUND RULES

- All events must **end by 11:00pm**, no exceptions.
- **Alcohol beverages:** WSLCB Liquor license and security required! Post your liquor license in the area where alcohol is served. Security is required to prevent over service, consumption by underage persons, prevent alcoholic beverages from leaving the contracted/permitted room(s), and reduce or manage any incidents caused by consumption.
- Strict compliance of City of Ellensburg Noise Ordinance between 10PM and 6AM.
- Fireworks and Firearms are PROHIBITED
- Children must be supervised at all times by an adult.
- Camping: All overnight campers need to be coordinated with your camping coordinator. Those hooked-up to power and/or water, tents, and dry campers (not hooked up to power and/or water) will be charged per tent/rig per night.
- All commercial vendors must be licensed to do business in the City of Ellensburg. Contact City Clerk at 509-962-7204.
- Concessionaires and caterers must have food service permits from the Kittitas County Public Health Department, in addition to the City business license. Contact KCPHD at 962-7515
- Please respect RPZ zone and private parking areas on city streets.
- Dogs must be on leash.
- Clean up any waste from all animals including livestock and horses.

### Decorating:

- It is OK to use poster putty or "Command" strips and hooks. **NO** push pins, tacks, nails, screws, or tape (absolutely no duct tape allowed) on walls, ceiling, doors, floors, counters, tables, chairs.
- No marking on walls or furniture.
- No glitter, rice, or bird seed allowed on grounds.
- No straw in carpeted rooms.

### Smoke & Fire:

- **NO SMOKING INSIDE BUILDINGS, within 25' of doors, or within 100' of barns.**
- No candles or other open flame allowed due to fire system sensitivity.
- **Outside BBQ:** Keep all building doors and windows closed. If smoke from BBQ gets inside fire alarms will go off.
- **Musical productions:** Bands, DJs, etc. - No smoke or steam machines allowed due to fire systems sensitivity. You may get a fire call and be charged for setting off false alarm.
- Fire Alarms: If fire alarms go off all persons must leave building(s) immediately. NO EXCEPTIONS.
- No re-entry until Fire Department and/or KVEC staff arrives and gives okay to re-enter.



## Clean-Up POLICY

### HALL CLEAN-UP

**\*\*Note: All lost and found items will be donated after 45 days\*\***

- Pick up all garbage & litter from tables, chairs, and floors, place in garbage barrels. If barrels become full, pull bag out, tie off, and set aside for staff to remove.

Additional liners will be in the bottom of the can or in the custodial closet.

**Please leave bags inside building unless instructed otherwise.**

- Wipe all tables.
- Remove all decorations from building, inside and outside area(s) designated on contract and/or map.
- Mop up any spills on floors.
- Clean portable bar, remove all items (including left over ice).
- By 2:00 a.m., all events must be cleaned up. All décor, catering items, etc. must be removed. Additional charges will apply (half-day rent) for anything remaining overnight.

### KITCHEN & COOLER ROOM CLEAN-UP

- Make sure all appliances are OFF.
- Make sure all appliances are completely empty.
- Make sure all appliances are wiped clean, inside and out.
- Check:
  1. Oven
  2. Refrigerator
  3. Microwave
  4. Warming oven
  5. Stove top
  6. Dishwasher
  7. Coffee urns (please don't throw out the inner workings!)

\*Not all kitchens have all appliances listed here.

- Wipe all counter surfaces.
- Sweep kitchen floor and mop if needed.
- Clean sink and remove anything left in bottom of sink.
- In Teanaway Hall, remove any and all items from cooler room, including any/all garbage, cardboard, etc. Mop up spills.

### BEFORE YOU LEAVE, PLEASE:

- Remove all decorations from building, inside and outside area(s) designated on contract.
- Patrol parking area for litter.
- Close and lock all windows
- Turn off all lights
- **Lock all doors**
- **Deposit keys in KEY DROP BOX** (located at side door of Armory). There is a hole on the top of box to drop them through.

Please be courteous to other user groups that may be using the Fairgrounds and Events Center. It is the responsibility of the contracted user to inform their attendees and ensure that all policies are followed.



# OFFICIAL FACILITY MAP



## BUILDINGS

- 1 Main Office
- 2 Gazebo
- 3 Maintenance Shop
- 4 Bloom Pavilion
- 5 Swine & Cattle Barn
- 6 Draft Horse Barn
- 7 Light Horse Barn
- 8 Dog Barn
- 9 Tearway Hall
- 10 Urnitum Hall
- 11 Manastash Room
- 12 Heritage Center
- 13 Naneum Room
- 14 Taneum Room
- 15 Frontier Village
- 16 Hunt Memorial Dog Arena
- 17 Rodeo Concession Stand
- 18 Behind the Chutes
- 19 Rodeo Arena
- 20 Gold Buckle
- 21 8th Ave. Ticket Office
- 22 Western Village

CONTACT THE KITTITAS VALLEY EVENT CENTER | 901 E 7TH AVENUE, SUITE 1, ELLENSBURG, WA 98926 | (509) 962-7639 • EVENTCENTER@CO.KITTITAS.WA.US