



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

Our mission is to serve the Central Washington area with a premier facility that provides the perfect solution for meetings, family gatherings, equestrian and agricultural events, trade shows, and other special celebrations.

We are guided by the principle that our clients are *forever* and we strive to exceed expectations for quality service, event coordination and facility management.

**You are our first priority.
What is important to you is important to us.**

We strive to have a safe and exceptional work environment for our staff, to provide a positive influence and service to our community, while providing a clean, accessible, and affordable facility to the public.

The Kittitas Valley Event Center hosts over 1,500 events every year – ranging from weddings, barrel racing, dog shows, conferences, trade shows, and the annual Kittitas County Fair and Ellensburg Rodeo. Thousands of visitors and locals use the Event Center and we endeavor to serve our diverse audiences with equal attention to detail.

Enclosed with this packet are items to help make your event a success:

If you have any questions, please call us at [509-962-7639](tel:509-962-7639).

We look forward to assisting you with your event and hope you have a great experience!

****Note: please do not use objects other than wood or rubber door stops to prop open doors. Please use hex key to lock the doors open (for doors with that capability) - a hex key can be found near the door, either attached to it or on the fire alarm pull.****

**With best wishes - Kittitas Valley Event Center Staff
509-962-7639 eventcenter@co.kittitas.wa.us**

**Keys for your room
Facility Use and Clean Up Policy
KVEC contact list
Damage Policy**

**KVEC *Go Green!* initiative
Grounds map**



Kittitas Valley Event Center & Fairgrounds FACILITY USE AND CLEAN-UP 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.



Kittitas Valley Event Center Clean-Up POLICY

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

HALL CLEAN-UP

- 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

***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.

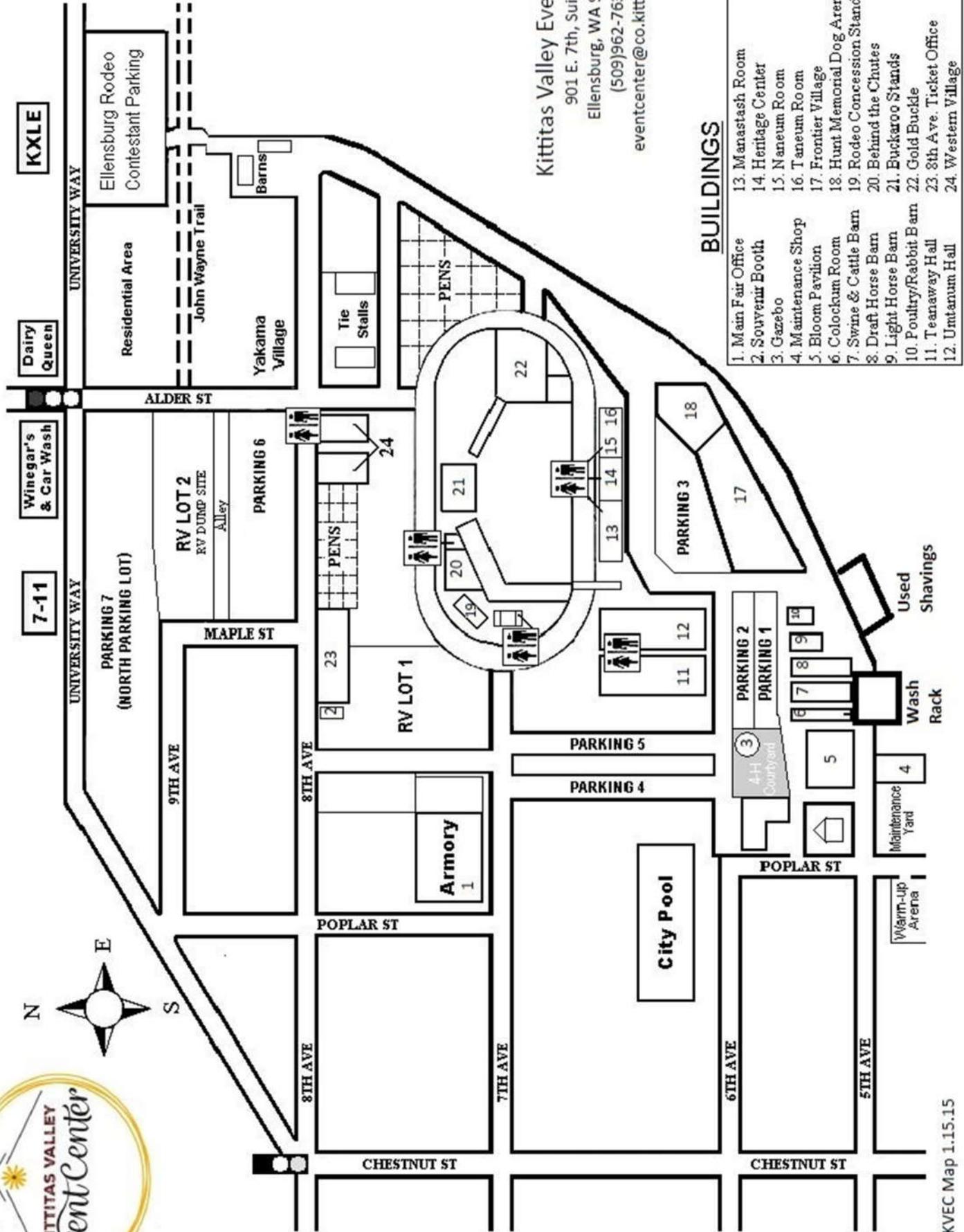
Kittitas Valley Event Center

901 E 7th Ave

Ellensburg, WA 98926

509-962-7639

eventcenter@co.kittitas.wa.us



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BUILDINGS

1. Main Fair Office
2. Souvenir Booth
3. Gazebo
4. Maintenance Shop
5. Bloom Pavilion
6. Coliseum Room
7. Swine & Cattle Barn
8. Draft Horse Barn
9. Light Horse Barn
10. Poultry/Rabbit Barn
11. Teanaway Hall
12. Umntanum Hall
13. Manastash Room
14. Heritage Center
15. Naneum Room
16. Taneum Room
17. Frontier Village
18. Hunt Memorial Dog Arena
19. Rodeo Concession Stand
20. Behind the Chutes
21. Buckaroo Stands
22. Gold Buckle
23. 8th Ave. Ticket Office
24. Western Village

COMMERCIAL KITCHEN STOVE TOP PROCEDURES

1. Turn on Hood Fan (location marked on wall).
2. Turn on Gas Valve (location marked on wall behind stove).
3. Light **ALL** pilot lights, even if not using all burners. Light the pilots from right burners to left burners.

*Under no circumstances may the stove be on without **ALL** pilot lights being lit—this is a major gas hazard!*

4. Turn **OFF** Gas Valve when finished with stove and before leaving the facility.