



How to request a reservation:

1. Click on "Reservation Request"

The screenshot shows the website's navigation bar with the 'Reservation Request' button highlighted in red. Below the navigation bar is the 'Event Calendar' section for April 2024. The calendar grid shows events for each day of the month, with a list of event details for each date. The 'Reservation Request' button is located in the top left corner of the page, next to a search bar.

Event Calendar
Kittitas Valley Event Center

Search

< April 2024 >

Select Category: Select Location:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Queens of Spades @ N-1 Lot ● 8:30am HC - Life Line Screening @ Heritage Center ● 4:00pm BL - 4H Horse Judging @ Bloom Pavilion ● 6:00pm - 8:00pm UH - Shooting Sports 4H @ Umtanum Hall ● 6:00pm - 8:00pm UH - Shooting Sports 4H @ Umtanum Hall	2	3 ● 9:30am AA - KC Master Gardener's @ Armory Room A	4 ● 12:00am BL - CCC @ Bloom Pavilion ● 3:30pm UH - Dog 4-H Training @ Umtanum Hall ● 5:30pm UH - Dog 4-H Project @ Umtanum Hall ● 7:00pm - 9:00pm Fair Board Meeting @ Bloom Show Office	5 ● 12:00am BL - CCC @ Bloom Pavilion	6 ● 12:00am BL - CCC @ Bloom Pavilion
7 Queens of Spades @ N-1 Lot ● 12:00am BL - CCC @ Bloom Pavilion	8 ● 12:00am Jordan World Circus @ Rodeo Arena ● 5:00pm AA - 4-H Horse Panel @ Armory Room A ● 6:00pm HC - On Target 4H Meeting @ Heritage Center	9 ● 12:00am TH UH DH - Elementary Ag Day(s) @ Barn - Draft Horse ● 4:00pm - 7:00pm Super School @ Armory Hall ● 5:30pm HC - Trailblazers Monthly meeting @ Heritage Center ● 6:00pm MR - Bits & Buckles 4H Meeting @ Manastash Room ● 6:00pm TR - Trailblazers Poultry project meeting @ Taneum Room	10 ● 12:00am TH UH DH - Elementary Ag Day(s) @ Barn - Draft Horse ● 4:00pm - 7:00pm Super School @ Armory Hall ● 5:00pm RA - KCBR Races @ Rodeo Arena ● 6:00pm BL - KCBR Rides @ Bloom Pavilion ● 6:00pm HC - Animals R Us 4-H @ Heritage Center ● 6:00pm - 8:00pm YV - Shooting Sports @ Yakima Villane	11 ● 5:30pm AC - Cat 4-H Meeting @ Armory Room C	12 ● 12:00am TH & UH - KC Chamber @ Teanaway Hall	13 ● 12:00am AH - Baptism @ Armory Hall ● 12:00am TH & UH - KC Chamber @ Teanaway Hall ● 7:00am BL - Bits & Buckles Spring Show @ Bloom Pavilion ● 2:00pm - 4:00pm Road Fund Levy Lift Focus Group(s) @ Western Town Shop 3,...

2. The “Suggest an Event” box will pop up. Please be sure to add the following information in the “note to calendar administrator” section:

- *Number of Attendees
- *Will Alcohol be Available?
- *Will Admission be Charged?
- *Are You a 501C3?.

The image shows a screenshot of the 'Suggest an Event' form. The form is titled 'Suggest an Event' and includes a 'NOTE: Please include the following information in the Note to Calendar Administrator area:' section. This section is highlighted with a red box and contains the following text:

- *Number of Attendees:
- *Will Alcohol be Available?:
- *Will Admission be Charged?:
- *Are you a 501C3?:

Below this section is the 'Your Contact Information' section, which is also highlighted with a red box. It includes fields for Full Name, Email Address, Phone Number, and Organization. A red arrow points to the 'Note to Calendar Administrator' field, which is also highlighted with a red box.

The 'Event Information' section is also highlighted with a red box. It includes fields for Event Title, Category, Start Date, and Start Time. The Start Date is set to February 22, 2024, and the Start Time is 08:00 am.

The background of the screenshot shows a calendar interface with a grid of days from Sunday to Saturday. The calendar is titled 'KITTITAS VALLEY Event Center' and has a 'Reservation Request' button. The calendar shows various events, including 'Queens of Spades @ N-1 Lot', '12:00am BL - CCC @ Bloom Pavilion', and '12:00am TH & UH - KC Chamber @ Teanaway Hall'.

3. The “Category” and “Location” will be the space you are requesting. Please be sure you are selecting the same space in both boxes. If you need more than one space, please note the additional requested spaces in the “note to calendar administrator” section.

The screenshot displays the Kittitas Valley Event Center website interface. On the left, there is a navigation bar with a search icon and a 'Reservation Request' button. Below this is a calendar grid showing events for Sunday through Saturday. The main content area features a 'Suggest an Event' form with the following fields:

- Event Information** (marked as required):
 - Event Title: Sample Event
 - Category: Gold Buckle Room
 - Start Date: April 22, 2024
 - Start Time: 08:00 am
 - End Time: 05:00 pm
 - Repeat Type: No repeats
 - Description: Bridal Shower
 - Web Page Link: (Optional, go to for more event information)
- Event Location** (marked as required):
 - Location: Gold Buckle Room

The calendar view on the right shows events for Friday (5th) and Saturday (6th), including '12:00am BL - CCC @ Bloom Pavilion' and '12:00am TH & UH - KC Chamber @ Teanaway Hall'.

4. Be sure to check the privacy policy box and then “send suggestion”. You will receive an automated confirmation via email. We will review the event and email you with further information.

The screenshot shows the 'Suggest an Event' form on the Kittitas Valley Event Center website. The form is overlaid on a calendar view. The form fields are as follows:

- Repeat Type:** No repeats
- Description:** Bridal Shower
- Web Page Link:** (Optional, go to for more event information)
- Event Location:** Gold Buckle Room
- Event Contact:**
 - Name: Sara Smith
 - Phone: 509-962-7639
 - Email: sara@sample.com

A red star highlights the checkbox for 'I accept the Privacy Policy regarding information being submitted.' A red arrow points to the 'Send Suggestion' button. Below the form, there is a note: 'Click on the Send Suggestion button to send your request to the calendar administrator for review and approval. Thank you.'

****Please note, your reservation is not confirmed until we receive a signed contract (we will email to you) and an event deposit.**