

Walla Walla Fairgrounds 1866 VIP Club House Rental Application

Contact Name _____ Day Phone () _____ - _____

Mailing Address _____ City/Zip _____

Cell Phone () _____ - _____ Email: _____

Event Date(s) _____ Event Start Time: _____ End Time: _____

Will **ALCOHOL** be present? ____ NO ____ YES Time it will be consumed (start) _____ end _____

PUBLIC EVENT _____ or **PRIVATE EVENT** _____ Estimated attendance _____

Type of Event _____ Admission Fee? ____ No ____ Yes Amount: \$ _____

*****NO MUSIC OR ALCOHOL CONSUMED AFTER MIDNIGHT*****

INITIAL ↓		TOTAL (Office Use Only)
	BOOKING FEE \$200 Fee is deducted from your final total. Must accompany application. NON-REFUNDABLE	
	Clubhouse \$500 Includes use of Kitchen 48x28 1,322 sqf 8 Round or Banquet tables / 64 chairs included in rental I want <input type="checkbox"/> Banquet <input type="checkbox"/> Round with my rental (please check box for style of table you want.)	
FEES FOR EXTRA ITEMS		
	Extra Tables needed: _____ \$7.00 each Round \$5.00 each Banquet	
	Extra Chairs needed: _____ \$ 1.00 each	
	Free Standing Podium _____ Tabletop Podium _____ \$15.00	
	Wi-Fi Access ____ \$50 One Day ____ \$75 Two Days ____ \$100 3+ days	
	Electronic Reader Board : Please provide language and graphics or links to website/social media. Limitations apply	
	EARLY SET UP REQUEST _____ \$75.00 for the night before (5 pm availability)	
	EARLY SET UP REQUEST _____ \$100.00 for the afternoon before (1 pm availability)	
	LATE CLEAN UP REQUEST _____ \$75.00 clean up next morning BY NOON.	

Any event approved to be invoiced must be paid within 10 days of receipt of invoice.

Total=

Any account over 10 days will incur a late fee of \$50 every 30 days until paid.

FAIRGROUNDS RESERVES THE RIGHTS TO ALL TICKETS/PARKING/FOOD/BEVERAGE CONCESSIONS—SEE RENTAL REQUIREMENTS

Rental Requirements

Application: Complete the rental application and return to the Fairgrounds Office. \$200 non-refundable booking fee must accompany all rental applications. _____ Initial

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. _____ Initial

Insurance: You must have the below listed liability Insurance and the fairgrounds must be listed on your policy as additionally insured for the day of your event. **The Certificate of Insurance must be on file with the Fairgrounds Office at least 2 weeks before your event.** (Your homeowner's insurance agent can help you with this, OR if you need help obtaining a policy for your event contact the Fair Office, riders are available through Walla Walla County). _____ Initial

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

Food, Beverages, Parking & Ticketed Events: Fairgrounds reserves full rights. Buyout options available. _____ Initial

Wi-Fi – Event wi-fi is available, cost listed on application. Wi-Fi access will be given when keys are picked up. _____ Initial

Damage/Security Deposit: \$600 damage/cleaning deposit is required when you pick up the key. Your deposit check will be returned to you 72 hours after your event, providing there is no damage, and you left 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. _____ Initial

Rental Time: Access to the building is for your rental period only. Rentals are from the morning of your event (anytime) to midnight day of your event. All clean up must be done by that time, unless you have purchased late clean-up request. _____ Initial

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. _____ Initial

Decorations: **ONLY** Blue Masking 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 masking tape.** There will be a minimum \$100 fine for failure to adhere to decoration rules. **THIS WILL BE STRICTLY ENFORCED.** _____ Initial

Check Doors: Building will be heated to 68 degrees and cooled to 74 degrees. Doors to the building must not be blocked open. KEEP DOORS CLOSED. You will be charged a \$50 fee if the VIP doors are not locked after your event. _____ Initial

Security: Security is required for all events. Contact office for details. _____ Initial

Serving Liquor: The Fairgrounds will notify the County Commissioners that you are requesting to serve alcohol on County property, you may serve without an WSLB Permit, but NOT sell. If you are selling* you must provide a copy of your Special Occasion License through WSLB. _____ Initial

Selling Liquor: It is your responsibility to contact the state and obtain the necessary papers for liquor sales. A copy of all permits issued for event must be on file with the office PRIOR to event. _____ Initial

♦ **Alcohol consumption is not permitted outside the building** _____ Initial

With my initials & signature, I agree I have read and understand the rental requirements as set forth and agree to adhere to them as listed. I understand my initials and signature confirm receipt of the above rental information.

Printed Name

Signature

Date