

Walla Walla Fairgrounds Community Center 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: \$ _____

ORGANIZATION WEBSITE: _____

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

INITIAL NEXT TO EACH YOU WANT INCLUDED ▼	FAIRGROUNDS RESERVES THE RIGHTS TO ALL FOOD/BEVERAGE CONCESSIONS—SEE RENTAL REQUIREMENTS <i>If you would like food/beverage concessions, it MUST go through office.</i>	TOTAL (Office Use Only)
REQUIRED	BOOKING FEE \$200 Fee is deducted from your final total. NON-REFUNDABLE	
	◆ FULL COMMUNITY CENTER 12,271 Square Feet 798 Occupancy Monday-Thursday \$800/day Friday-Sunday \$900/day <u>Included in rental:</u> Sound system with 1 Microphone and Kitchen #3.	
	◆ HALF COMMUNITY CENTER \$600/day 5,628 Square Feet 365 Occupancy <u>Included in rental:</u> Sound system with 1 Microphone and Kitchen #3.	
	Each ADDITIONAL KITCHEN \$100 Items included with Kitchens may vary.	
	CHAIRS - \$1.00 each I would like _____ chairs @ \$1 each TABLES: 3'x8' Banquet Tables: \$5.00 each . I would like _____ banquet tables @ \$5 each 72" Round Tables: \$7.00 each. I would like _____ round tables @ \$7 each. (LIMITED AMOUNT OF ROUND TABLES, PLEASE CALL PRIOR TO BOOKING FOR AVAILABILITY)	
	Stage, 4x8 Sections: \$15.00 each. I would like _____ stage sections. Stage Set Up location: _____	
	Additional Microphones _____ \$25.00 each with one stand	
	Free Standing Podium _____ Tabletop Podium _____ Included. Initial if needed.	
	Wi-Fi Access _____ \$50 One Day _____ \$75 Two Days _____ \$100 3+ days	
	Ceiling Magnets - NO CHARGE REQUIRED TO USE IF HANGING ANYTHING FROM CEILING.	
	Reader Board/Public Events one line, <i>if available</i> NO charge 30 spaces for letters and spaces _____ _____ _____	
	Campers _____ \$25.00 per night	
	EARLY SET UP FULL DAY REQUEST _____ \$400/DAY Full day. If available	
	EARLY SET UP 1PM REQUEST _____ \$200 1PM Early Set-Up. If available	
	LATE CLEAN UP REQUEST _____ \$200 12 Noon Late Clean-Up if available	

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.