

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 ▼	<h2>Rental Rates</h2>	TOTAL <small>(Office Use Only)</small>
REQUIRED	BOOKING FEE \$200 Fee is deducted from your final total. NON-REFUNDABLE	
	◆ FULL COMMUNITY CENTER 12,271 Square Feet __ Monday-Thursday \$800/day OR __ Friday-Sunday \$900/day 798 Occupancy <u>Included in rental:</u> Sound system with 1 Microphone and Kitchen #3.	
	◆ HALF COMMUNITY CENTER Mon-Thurs ONLY \$600/day 5,628 Square Feet <u>Included in rental:</u> Sound system with 1 Microphone and Kitchen #3. 365 Occupancy	
	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.	
	Electronic Reader Board : Please provide language and graphics or links to website/social media. Limitations apply.	
	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.

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

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|---|-------------|----------------------------------|
| • 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 8am the day following 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 the magnets available with rental. Renter is responsible for ensuring all magnets rented are returned. Full replacement cost will be applied to any lost magnets. You MAY NOT move or attach anything to the room divider. **There will be a minimum \$100 fine for failure to adhere to decoration rules. THIS WILL BE STRICTLY ENFORCED.** _____ Initial

Outside Lights: The outside lights on the poles in the parking lot north of the Community Center can be turned on at the Pole. All other outside lights are on timers. _____ 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 Community Center 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