

Walla Walla Fairgrounds Expo Arena Rental Application

Applicant Name: _____ Day Phone () _____ - _____
 Event Name: _____ Email: _____
 Organization Website: _____ Cell Phone () _____ - _____
 Mailing Address: _____ City: _____ State: _____ Zip: _____
 Event Date : _____ Event Times –Lights on: _____ Start time: _____ Lights off: _____
 Event Date : _____ Event Times –Lights on: _____ Start time: _____ Lights off: _____
 Event Date : _____ Event Times –Lights on: _____ Start time: _____ Lights off: _____
 * Early Set Up Date: _____ Lights On: _____ Lights Off: _____ *Charged hourly rental fee*
 Estimated stalls needed: _____ Estimated Camper Spaces: _____ ***Pick up key day before your event.***

Roping chute & cattle pens available November 1st—May 10th. Bucking chutes in building year around.

Any work done by Fairgrounds, except for the normal minimum, will be done at the rate of **\$60** per man hour and **\$60** per machine hour. Early set up, if building is available, will pay hourly fee.

Stalls must be cleaned within 48 hours of show ending. Stalls not cleaned will be charged \$9 per stall. May incur extra charge for packed shavings.

***No horse allowed on ANY lawns * No horses tied to trailers overnight * Camping must be pre-approved**

Refer to Expo Arena Renter Requirements for detailed rental information.

INITIAL HERE	\$200 NON-REFUNDABLE BOOKING FEE MUST BE INCLUDED WITH APPLICATION <i>This will be deducted from final payment</i>	TOTAL (Office Use Only)
	PLAN I \$900 Expo ground worked as per your request, up to 4 times a day. Restrooms cleaned, seats swept. Lights on for 14 hours, additional at hourly rates. Announcers booth with 2 tables. Uncovered arena for warm up only, if available. <i>One Fairgrounds arena staff on grounds for 8 hours. If staff is requested on grounds after or beyond 8 hours, it will be at the hourly rate of \$50 per man hour. Fairgrounds to determine Plan in accordance to size of show.</i>	\$
	PLAN II \$600 Jackpot Show. Restrooms cleaned. Lights on for 14 hours, additional at hourly rates. Announcers booth with 2 tables. Uncovered arena for warm up only, if available. <i>No Fairgrounds arena staff. Fairgrounds to determine Plan in accordance to size of show. NO day of event ground working for a one day show. 2+ days, arena will be worked once each morning.</i>	
	Early Set-Up: Expo Hourly Rates : \$45 per hour. \$50 per Hour with cattle. Number of hours: _____ <i>No judging, timing or contest, entry fee, or admission charge of any kind—Set-Up ONLY</i>	
	Wi-Fi Access _____\$50 One Day _____\$75 Two Days _____\$100 3+ days	
	Covered Warm-Up Arena \$150 This does not come with Expo Rentals, you must add to use.	
	Stalls : \$18 per stall, per day. You furnish bedding & clean within 48 hours of event ending. If you have someone cleaning for you, please provide the Fairgrounds with their contact information.	
	Camping: \$25 per hook-up per night. (When renting Expo/Plan I or II)	
	Booth Vendors: \$10 each booth/trailer/space Number of vendors: _____ This is for non-food/beverage vendors only.	
	Reader Board: Please write what you like posted on the reader board: Limitations Apply.	

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

Any account over 10 days will incur a late fee of \$25 every 30 days until paid.

Total

FAIRGROUNDS RESERVES THE RIGHTS TO ALL 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. This is applied towards your rental balance. _____ Initial

Lease Agreement: Upon receipt of the rental application and the reservation deposit, you will receive 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/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 facility clean. Any work done by the Fairgrounds except for minimum cleaning will be charged at the rate of \$60 per man hour and \$60 per machine hour. _____ Initial

Rental Time: Access to the facility is for your rental period only. Rentals are from the morning of your event (anytime) to midnight the 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 and the damage/cleaning deposit have been received by the Fairgrounds. You may only access the facility for agreed rental times. _____ Initial

Early Set Up/Late Clean Up Request: Available at \$45 an hour. No judging, timing or contest, entry fee or admission charge of any kind. Set-Up/Clean Up only. _____ Initial

Speed Limit: Observe the Fairgrounds speed limit of 10 mph at all times. _____ Initial

Smoking: Smoking is prohibited inside the Expo Building, horse barns and around any flammable materials outside the building. _____ Initial

Pets: No dogs loose in Expo or on grounds. Dogs must be leashed or in your vehicle. _____ Initial

Manure: Do not clean out the back of horse trailers in Fairgrounds parking areas. There will be a \$100 fee for any events that do not adhere to this rule. _____ Initial

Parking: Parking is available in **Lot 5 & 6 only**, unless prior approval for other areas is granted. No parking is allowed behind the show horse barns, on the grass, or in front of the maintenance shop located between Lot 5 & Lot 6. This is your responsibility to enforce. _____ Initial

Lawn Areas/Grass: **NO HORSES ON ANY GRASS AREAS.** This is your responsibility to enforce. There will be a \$50 fee for any events that do not adhere to this rule. _____ 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