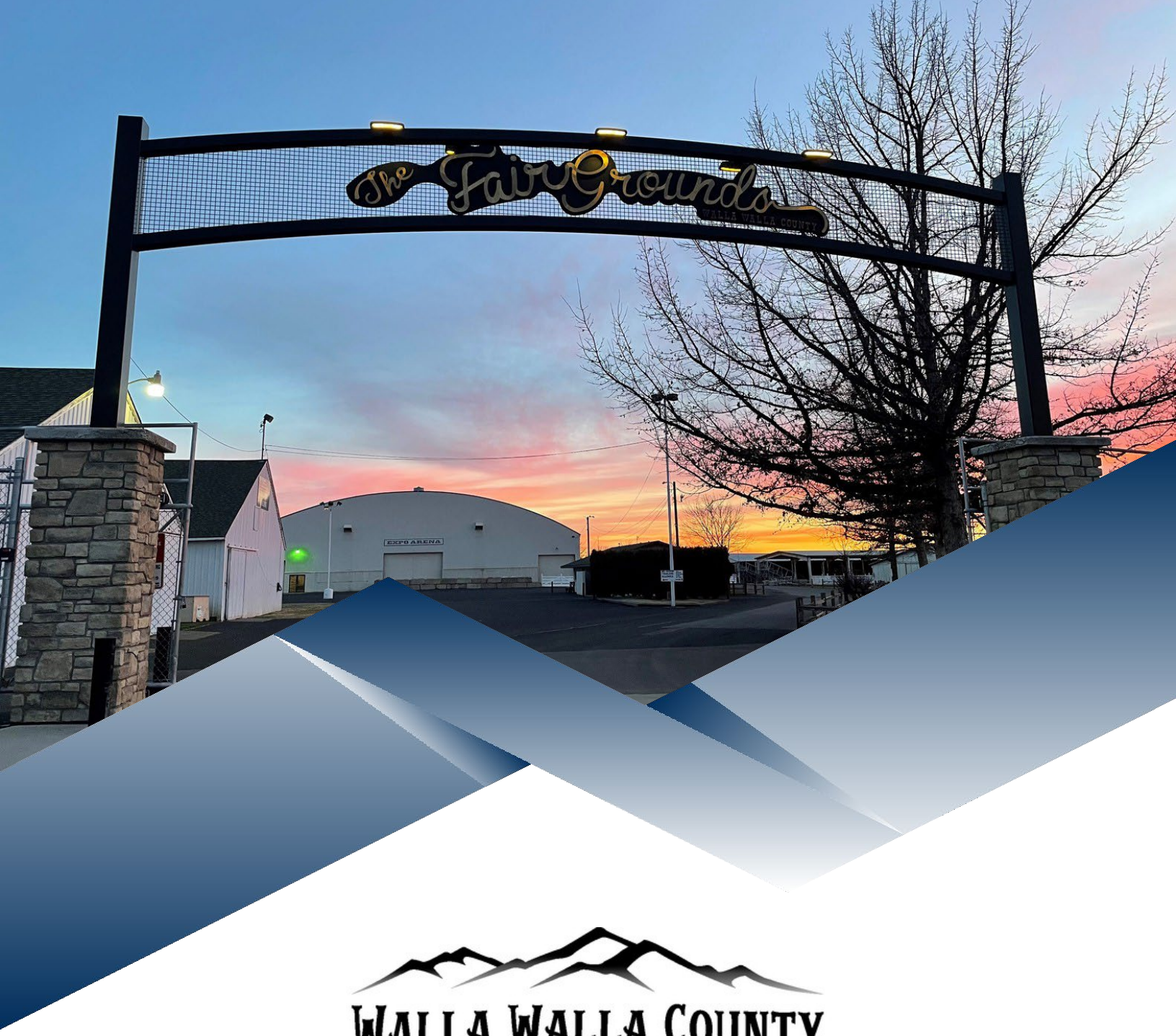

WALLA WALLA COUNTY

Fairgrounds & Event Center

FACILITY USE HANDBOOK

WELCOME

Thank you for your interest in the Walla Walla County Fairgrounds and Events Center!

The Walla Walla County Fairgrounds and Events Center appreciates your interest in hosting your event in one of our facilities. We developed this handbook to help answer questions you may have about our facilities and services and assist you in planning your event.

Our fairgrounds is the ideal setting for reunions, picnics, company parties, wedding receptions, banquets, indoor or outdoor activities, rodeos, horse shows, barrel races and other arena events. Major amenities include the historic Pavilion built in 1906, a rodeo arena and grandstand, Community Center, an outdoor stage, and large parking areas. We also have barns, a covered outdoor arena, and a 33,000 s.f. Expo building perfect for animal events.

The Walla Walla County Fairgrounds and Events Center is open year-round to serve you. If you have any questions, feel free to contact us at (509) 527-3247.

Office Hours:
9:00 AM - 5:00 PM
Monday - Friday
Closed for lunch 12:00 PM - 1:00 PM

Mailing Address:
PO Box G, Walla Walla, WA 98362

Phone Number:
(509) 527-3247

Website:
www.wallawallafairgrounds.com

info@wallawallafairgrounds.com

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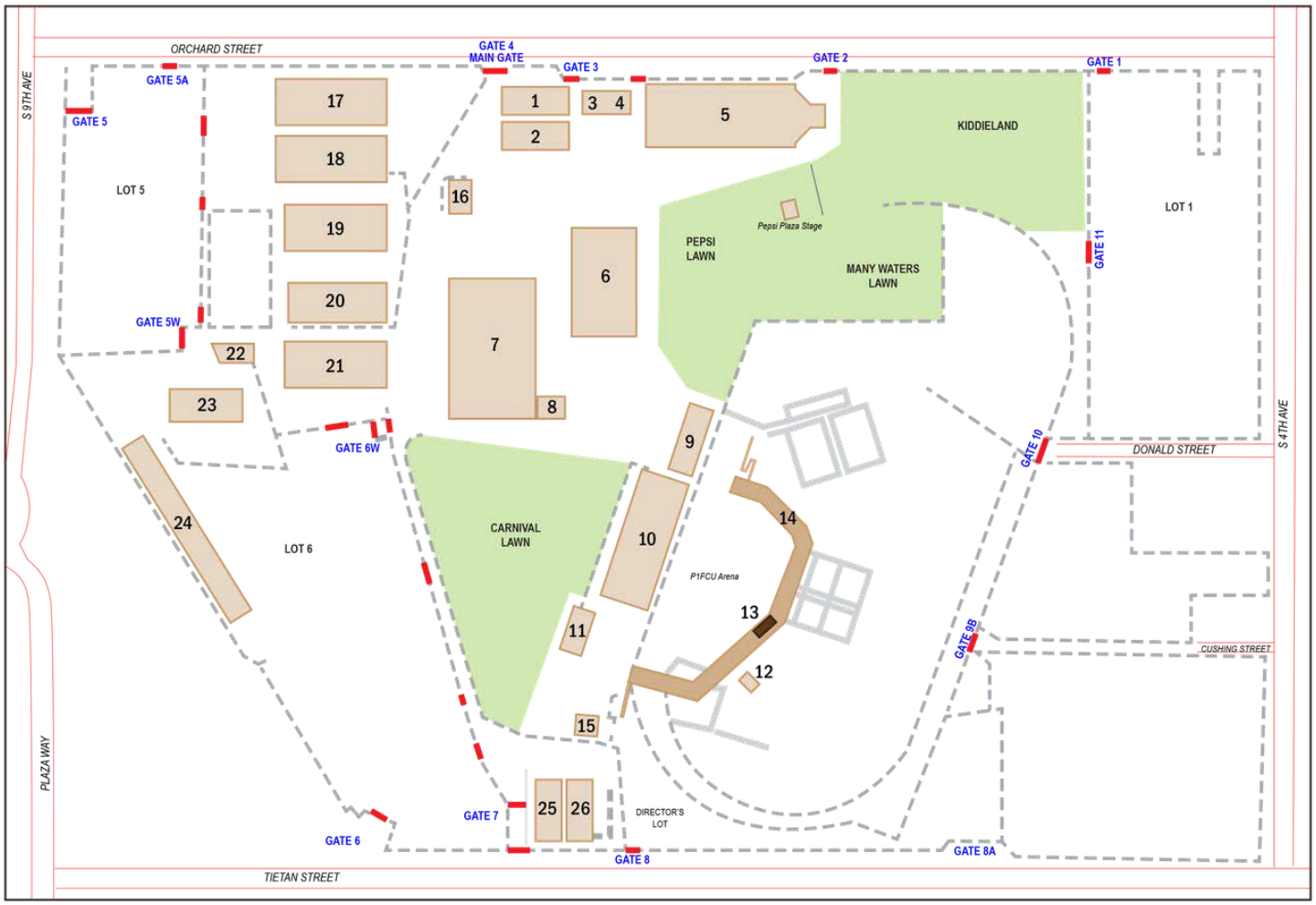
WALLA WALLA COUNTY
Fairgrounds & Event Center
HOME OF THE
WALLA WALLA FAIR & FRONTIER DAYS

GROUNDS MAP



1. Small Animal Barn
2. Education Building
3. Flower Building
4. Will Call / Ticket Office
5. Pavilion
6. Comunity Center
7. Expo Arena
8. Restrooms
9. Fairgrounds Office
10. P1FCU Grandstands
11. 1866 VIP Clubhouse
12. Rodeo Office
13. Announcers Booth
14. P1FCU Arena Platform
15. Security/Shuttle Offices
16. Exhibitors Office
17. Barn One
18. Barn Two
19. Barn Three
20. Sheep Barn/Covered Arena
21. Swine Barn
22. Maintenance
23. Maintenance
24. Bay Storage
25. Race Barn
26. Royalty Barn

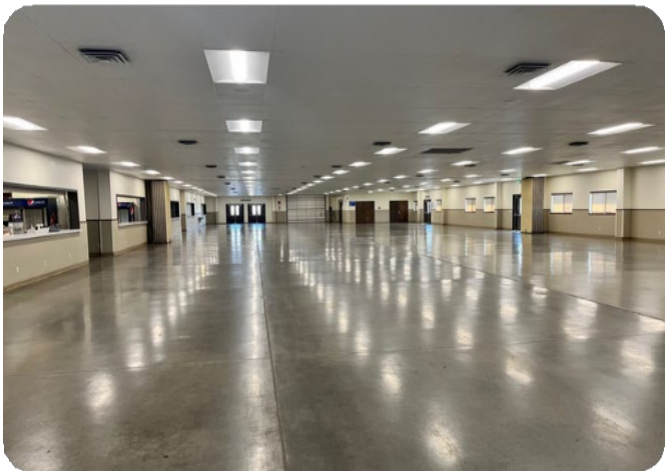
Walla Walla County Fairgrounds & Event Center
363 Orchard Street
Walla Walla, WA 99362
(509) 527-3247

Community Center

The Community Center is a versatile facility that stands out as one of our most popular facilities, offering a variety of uses. It provides a space for cultural events, workshops, family celebrations, and community gatherings. It plays a key role in bringing people together and fostering a sense of community.

Amenities:

- Approximately 12,271 square feet
- Air conditioning and heat
- Concrete floors
- 5 kitchens
- 2 roll up doors
- ADA compliant restrooms
- 789 capacity



Historic Pavilion

Constructed over 100 years ago, the lower exhibit hall of our Historic Pavilion offers a charming and elegant setting for a wide range of events. The historic charm of the venue adds a unique touch to wedding receptions, birthday and anniversary parties, and fundraising dinners.

The spacious layout of the hall makes it perfect for craft shows and other events that require ample space.

With its rich history and beautiful architecture, the lower exhibit hall provides a memorable backdrop for any occasion.

Amenities:

- Spans approximately 15,000 square feet
- Equipped with limited heating and cooling fans
- Features decorative lighting
- Includes a kitchen
- Approx. 1,100 guests seated

Rotunda

Within the Pavilion, the Rotunda provides a distinctive venue for hosting smaller, intimate gatherings. With its wooden dome ceiling and stage, the circular room exudes elegance and charm. The display vignette areas add a touch of sophistication, perfect for showcasing special items or decor. Ideal for anniversaries, receptions, meetings, and other small events, the Rotunda provides a cozy and inviting atmosphere.

Amenities:

- Concrete floor
- Limited heat and cooling fans
- Use of Kitchen if available
- 160 seated

Fee: Call for quote

Rodeo Arena & P1FCU Grandstand

The rodeo arena at Walla Walla County Fairgrounds offers a dynamic and exciting atmosphere for a wide range of events. With its versatility, it serves as a thrilling venue for rodeos, monster truck shows, demolition derbies, and concerts.
The diverse range of events hosted at the arena caters to different interests, attracting a varied audience. Its popularity as a vibrant entertainment destination is evident through the enthusiastic crowds it draws for various shows and performances.

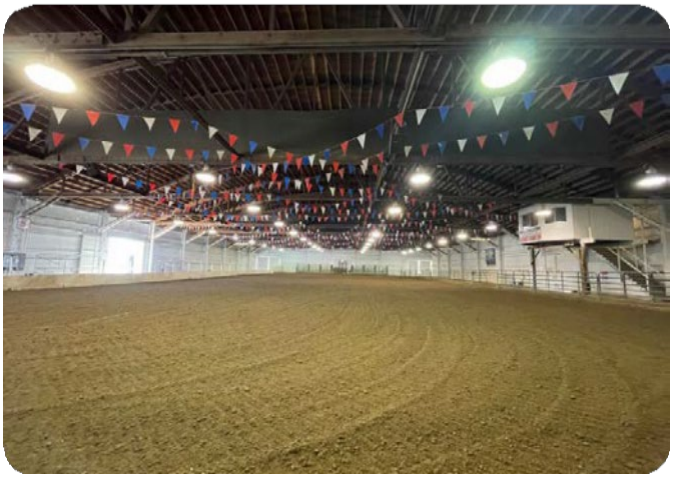
Amenities:

- Grandstand holds approx. 3,600 people
- Viewing platform with 59 seating areas accommodates approx. 900 people.
- Area beneath grandstand has space for booths, beer gardens and more.

Price varies based on event.

Expo Arena

The Expo Arena, built over 40 years ago, has a rich history of hosting diverse events, from horse shows, barrel races, and equestrian clinics to rodeos and Latino concerts. During the Fair, the Expo Arena houses our beef exhibitors. The arena's seasonal offerings, such as horse exercise sessions in the winter, provide opportunities for different activities throughout the year.



Amenities:

- Bleacher seating
- 240' x 140' (33,600 square feet)
- Floor is paved with 10” soil on top
- Arena set up for Rodeo is 96' x 205'
- New lighting | Excellent footing
- Announcer’s Booth
- 16' x 20' (320 square feet)
- Sound system

Price varies based on event.

1866 VIP Clubhouse

The 1866 VIP Clubhouse provides an exclusive venue for intimate gatherings and special occasions.
Perfect for hosting meetings, bridal showers, baby showers, birthday parties, BBQs, and family reunions.
Rental fee includes access to the outdoor lawn area, providing extra space for guests to enjoy.
Create unforgettable memories in a sophisticated and welcoming setting.

- Approximately 1,322 sq. ft.
- Capacity 75 people max indoors
- Full kitchen
- Heat & air conditioning
- Two ADA compliant restrooms
- Access to lawn area

OUR FACILITIES

Pepsi Stage / Lawn

The Pepsi Stage and Lawn offers a generous space ideal for outdoor weddings, family or class reunions, graduations, BBQs, craft festivals, and various events. Equipped with a concrete floor, ADA ramp access, lighting, electrical outlets, and water facilities, the stage provides a versatile venue for a variety of occasions.

Amenities:

- Stage measures 29' x 28'
- Concrete floor
- Fronted by lovely evergreen shrubs
- Electricity and water available

Other Facility Options

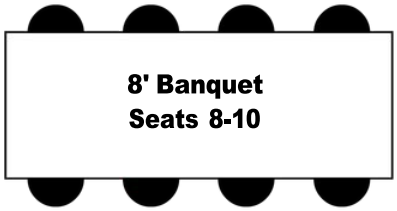
The Walla Walla County Fairgrounds and Events Center offers many other options to fit your event needs.

- Flower Building
- Education Building
- Exhibitors Office
- Carnival Lawn
- Kiddieland
- Livestock Barns
- Covered and uncovered open arenas
- Restrooms

Plus plenty of areas for camping, livestock stalling and parking!

Available Equipment to Rent

Chairs
8’ Banquet Tables
72” Round Tables
Stage 4x8 Sections
Wi-Fi
Community Center Kitchen #2
Community Center Kitchen #4
Portable Sound System
Additional Microphone
Free Standing Podium
Tabletop Podium
Picnic tables
Outdoor benches
Pop-Up Tents (limited quantity)



LINEN SIZES:
72" Round
Floor-length : 132”
Lap-length : 108”

8' Banquet
Floor-length linen: 90” x 156”
Lap-length linen: 54” x 120”

OUR POLICIES

Policies for Renting a Facility or Grounds Area at the Walla Walla County Fairgrounds & Event Center

Individuals 18 years of age or older may apply for reserved use of Event Center facilities at least fourteen days and nor more than twelve months prior to the proposed event. Rentals requested within fourteen days may be accommodated at the discretion of the Event Office staff.

To rent one of our facilities or grounds areas a non-refundable deposit must accompany the application to temporarily hold your date. This deposit will be applied towards your final rental balance.

Upon receipt of your application and deposit, the Fairgrounds office will prepare a contract based on your application selections. This contract is created through our online software and a link will be sent to you to review the contract and electronically sign. The contract must be signed within 10 days to secure your date. Our general manager will then sign the contract electronically and the contract will then be considered executed.

Conduct of Persons

The client will be solely responsible for the orderly conduct of all persons using the premises by its invitation, either expressed or implied, during all times covered by the agreement. The Fairgrounds reserves the right to eject or cause to be ejected from the premises any person due to unlawful conduct. Any conduct that requires contacting the Walla Walla Sheriff's office or the Walla Walla Police will be an automatic forfeiture of your damage deposit.

Payment Schedule

- Booking fee due with application. This fee is non-refundable and non-transferable. This fee will be credited towards your final bill.
- Balance of contract due 10 business days prior to event.

Cancellation Policy

- We understand that circumstances often prevent a renter from fulfilling their contractual obligations. The Fairgrounds offers a schedule of refunds:
- 48 hours after submitting application: deposit will be refunded.
- Up to two (2) months prior to event: One-half of fees paid less deposit.
- Two (2) months or less: No refund

Equipment requirements

The final table and chair count must be received in the Fairgrounds office two (2) weeks prior to your event date. Clients are responsible for providing their own ladders extension cords, dollies, etc.

Hours of Usage

Buildings may be available to Renters for 24 hours from 12:00AM to 12:00AM the day prior and/or the following day. Alcohol service will stop at 10:30PM and events will stop at 11:30PM. If a Renter selects to have an Early Set Up Day and/or Late Clean Up Day, those hours will be listed in the rental agreement.

Food and Catering

Private events are welcome to provide their own food for events. Some rental spaces have access to kitchens for renters use. Events open to the public require a certified caterer to prepare food in these kitchens. Serving food at public events also requires a license through the Walla Walla County Health Department.

Alcoholic Beverages

Oregon Beverage Services (OBS) holds the liquor license for the Event Center. All alcohol service must be contracted through them. Except for non-profit organizations, Renters are not allowed to bring or serve their own alcohol at private or public events.

- No alcohol may be served, possessed, or consumed by the Renter or any other person without the consent of the Event Center.
- Liquor liability insurance is required for events where alcohol will be served or consumed. Information regarding the liquor liability insurance can be found in the Insurance section of this document.
- OBS provides the Event Center with all permits required to serve alcohol at events.
- Private events, (weddings, birthdays, reunions, Quinceaneras) wishing to serve alcohol must utilize Oregon Beverage Services to provide service.
- Alcohol will not be served after 10:30 p.m.
- Non-profit fundraising groups may serve/sell their own alcohol provided they acquire a Special Occasion license. A Special Occasion license allows a bona fide nonprofit organization to sell liquor at a specific time, date and place. Examples of events include fundraising dinners, gala events, auctions, and wine tastings. Licenses are available online at: https://lcb.wa.gov/licensing/special-occasion-licenses.

POLICIES CONT.

Decorations:
ONLY blue masking tape (painters' tape) can be used on walls or floors. NOTHING may be attached or inserted to the ceiling or walls in any manner EXCEPT with the magnets available with Community Center 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 fine for failure to adhere to decoration rules.

Use of Flame or Flammable Materials
The client agrees that it will not use any decorative materials by any applicable law, policy or regulation or any similar flammable combustible materials on or about the premises. Client further agrees to not stage any act or performance in which fire, flame, or explosive device is involved without first having obtained the prior written permission of the Fairgrounds and Walla Walla County Fire Marshal and the permit is on file with the Fairgrounds.

Marijuana/Illegal Drugs
The consumption of marijuana products or illegal drugs of any type is strictly prohibited on the Fairgrounds.

Parking
The client is responsible for the parking and traffic flow during the event. Use of the parking lots for any purpose other than event parking, such as activities/displays, will be billed at the current rental rate. No parking is allowed at any time in designated fire lanes.

Electrical Service
Basic 110 volt outlets are included with your rental fee. If you require 30 or 50 amps, please discuss your needs with the Event Coordinator when booking your rental.

POLICIES CONT.

Garbage Services
Clients are responsible for emptying garbage barrels into provided bins outside of the building. All trash inside and outside the building, including the parking areas and grassy lots must be picked up by renter and thrown in trash barrels. Failure to do so could result in the loss of your damage deposit.

Damage
Prior to receiving any keys to a facility, a damage deposit is required. This deposit will be returned to the renter after the event and the facility has been inspected for damages. Normal wear and tear is expected; however, if facility or equipment damage occurs, you will be charged accordingly. Digging holes, fire pits or any other activities which may damage trees or landscape are prohibited on the grounds.

Insurance Requirements
Anyone that holds an event or is a vendor on the Walla Walla County Fairgrounds & Event Center must have a general liability policy that shall be in effect during the entire rental period, including event set-up and tear-down days. The Certificate of Insurance (C.O.I) must be on file with the Fairgrounds Office no later than 2 weeks prior to your event.

Each application goes through a Risk Assessment and a level of risk is assigned with different levels of liability. You will be informed of your risk level when the contract is sent to you along with the appropriate information to be included on the insurance certificate.

Keys
It is the sole responsibility of the client to obtain any necessary keys for the facility being rented. Keys will only be issued once rental fee, deposit, and all required documentation (insurance certificate, security verification, etc.) have been received by the Fairgrounds office. Keys must be obtained on the day prior to your event. If the event is on a weekend, you must pick the keys up on Friday between 4:30pm and 5:00pm. Keys must be returned to the office on the next business day or may be placed in the drop box at the office. Failure to comply could result in a $50.00 per day charge to Lessee. Loss of keys will result in the Lessee paying the cost for Lessor to rekey the building.

POLICIES CONT.

Scheduling
Unless otherwise specified in writing, Fairgrounds may schedule other events that could take place on Fairground property before, during and after the dates of this contract without notice to the client.

Lost or Stolen Items
The Fairgrounds is not responsible for lost, stolen, or damaged items during the use of the premises.

Default
Should the client default in the performance of any of the terms and conditions of the agreement, Fairgrounds may terminate the agreement at its sole option and without prior notice to client. The client will be liable for the full amount of the fees agreed upon. Fairgrounds will retain any deposit made by the client.

Important dates to remember:

- Certificate of Insurance due 10 business days prior to event.
- Alcohol Permit due 2 weeks prior to event.
- Final changes to equipment rental due 2 weeks prior to event.
- Final payment and damage deposit are due prior to receiving building keys.

SERVICE PROVIDERS

Walla Walla County Fairgrounds recommends using the following providers:

Event Insurance:

Haas & Wilkerson Insurance
hwins.com
(913) 432-4400

Walla Walla Lloyds Insurance
(509) 525-4110

K&K Insurance
kandkinsurance.com
(800) 637-4757

Western Specialty Insurers
rodeoins.com
888-866-3550

You can also purchase event insurance through the County. An application is available on our website.

Security Providers:

Security First
Jeff Preas
(509) 876-6995

Tri-Cities Monitoring, Inc.
Tia Ortiz - Admin. Asst.
2529 W Falls Ave Kennewick, WA 99336
(509) 392-8011 Office
(888) 890-0881 Fax
tia@tricitiesmonitoring.com
www.triciitesmonitoring.com

Phoenix Protective Corp.
6855 W Clearwater Ave I, Kennewick, WA 99336
(509) 870-6979

The above listed security providers are currently the only providers the Fairgrounds allow to be at events. In order for a security company to be allowed to provide service for one of our facilities, the company must be licensed through the State of Washington and a copy of this license be provided to the Fairgrounds. The company must also provide the Fairgrounds with a Certificate of Insurance with at least $25,000 of bodily injury coverage and $25,000 of property damage coverage.