

# Walla Walla County Fairgrounds & Event Center Facility Rental Application

A \$200 booking fee is due at time of submitting application.  
This fee is non-refundable and non-transferable  
but will be deducted from your final balance due.

Renter's Name: \_\_\_\_\_ Renter's Phone: \_\_\_\_\_  Individual  Business

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

On-Site Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## EVENT DETAILS

Event Date(s): Set up: \_\_\_\_\_ Event Day(s): \_\_\_\_\_ Clean Up: \_\_\_\_\_ Is this a recurring event?  Yes  No

Event Type: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Check One:  Public Event  Private Event Admission Fee?  Yes  No Estimated Attendance: \_\_\_\_\_

Food provided by:  Renter  Catered If catered, name of caterer? \_\_\_\_\_

Will alcohol be served?  Yes  No **Alcohol service must be provided by Oregon Beverage Service** Will it be sold?  Yes  No

Will there be vendors?  Yes  No If yes, # of food vendors? \_\_\_\_\_ # of Non-food vendors \_\_\_\_\_ (additional fees apply)

Will there be music?  Yes  No If yes,  DJ  Live Band Name of provider: \_\_\_\_\_

List any activities (i.e. auction, games, dancing) \_\_\_\_\_

## FACILITIES

<input type="checkbox"/> <b>Community Center</b> <i>Rental includes sound system, 1 microphone &amp; Kitchen #3</i> FULL: <input type="checkbox"/> Mon-Thu....\$800/day <input type="checkbox"/> Fri-Sun....\$900/day HALF: <input type="checkbox"/> Mon-Thu ONLY....\$600/day Please check: <input type="checkbox"/> Kitchen <input type="checkbox"/> Sound System <input type="checkbox"/> Ceiling Magnets	<input type="checkbox"/> <b>1866 VIP Club House</b> .....\$500/day <i>Includes 8 round or banquet tables and 64 chairs</i>
<input type="checkbox"/> <b>Pavilion Lower Exhibit Hall (includes Rotunda)</b> <input type="checkbox"/> Mar-Oct....\$1,200/day <input type="checkbox"/> Nov-Feb....\$1,400/day <i>Rental includes Pavilion kitchen and decorative lights.</i>	<input type="checkbox"/> <b>Flower Building</b> .....\$250/day
<input type="checkbox"/> <b>Pavilion Rotunda (available March - October ONLY)</b> Mon-Thu ONLY....\$900/day	<input type="checkbox"/> <b>Pepsi Stage &amp; Lawn</b> .....\$600/day <i>Includes trash cans, 10 picnic tables, 20 benches</i>
<input type="checkbox"/> <b>Expo Arena (non-animal event)</b> \$900/day	<input type="checkbox"/> <b>Education Building</b> ..... \$250/day
	<input type="checkbox"/> <b>Exhibitors Office</b> ..... \$150/day
	<b>Lawn Areas:</b> <input type="checkbox"/> <b>Carnival</b> - \$400/day <input type="checkbox"/> <b>KiddieLand</b> - \$400/day
	<b>Restrooms:</b> <input type="checkbox"/> <b>Expo</b> - \$250/day <input type="checkbox"/> <b>Kiddieland</b> - \$150/day
	<b>Parking Lots:</b> <input type="checkbox"/> <b>Lot 5</b> - \$375/day <input type="checkbox"/> <b>Lot 6</b> - \$375/day
	<input type="checkbox"/> <b>Cowboy Lot</b> - \$375/day <input type="checkbox"/> <b>Gate 8 or 8A Lot</b> - \$250/day

## EARLY SET-UP / LATE CLEAN UP

<b>Community Center / Pavilion:</b> <input type="checkbox"/> Full Day - \$400 <input type="checkbox"/> Half Day - \$200 <input type="checkbox"/> Late Clean Up - \$200
<b>1866 VIP Clubhouse:</b> <input type="checkbox"/> Full Day - \$100 <input type="checkbox"/> Half Day - \$75 <input type="checkbox"/> Late Clean Up - \$75
<b>Flower or Education Building:</b> <input type="checkbox"/> Full Day - \$100 <input type="checkbox"/> Half Day - \$75 <input type="checkbox"/> Late Clean Up - \$75
<b>Lot 5, Lot 6 or Cowboy Lot:</b> <input type="checkbox"/> Full Day - \$175 <input type="checkbox"/> Late Clean Up - \$175 <b>Director's Lot/Gate 8:</b> <input type="checkbox"/> Setup/Cleanup - \$100

## EQUIPMENT FEES

**Any Man or Equipment hours will be billed at \$60 per hour.**

<input type="checkbox"/> Chairs ..... \$1/ea Qty: _____	<input type="checkbox"/> Free Standing Podium .....\$15/day
<input type="checkbox"/> 8' Banquet Tables ..... \$5/ea Qty: _____	<input type="checkbox"/> Tabletop Podium.....\$10/day
<input type="checkbox"/> 72" Round Tables..... \$7/ea Qty: _____	<input type="checkbox"/> Picnic tables ..... \$8/ea Qty. _____
<input type="checkbox"/> Stage 4x8 Sections .....\$15/ea Qty: _____	<input type="checkbox"/> Outdoor benches ..... \$8/ea Qty. _____
<input type="checkbox"/> Wi-Fi (check one): <input type="checkbox"/> 1 Day \$50 <input type="checkbox"/> 2 Days \$75 <input type="checkbox"/> 3 Days \$100	<input type="checkbox"/> Pop-Up Tents (limited quantity) ..... ask for pricing
<input type="checkbox"/> Community Center Kitchen #2.....\$100/day	<input type="checkbox"/> Electronic reader board (public events only) Free with rental
<input type="checkbox"/> Community Center Kitchen #4..... \$100/day	Any other needs please list here:
<input type="checkbox"/> Portable Sound System.....\$75/day	
<input type="checkbox"/> Additional Microphone.....\$25/day	

**With my signature, I confirm that I have read and understand the rental policies and requirements as set forth and agree to adhere to them. I understand my signature confirms receipt of the above rental information.**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Individuals 18 years of age or older ("Renter") may apply for reserved use of the Walla Walla County Fairgrounds & Event Center ("Event Center") facilities at least fourteen days and no more than twelve months prior to the proposed event. Rentals requested within fourteen days may be accommodated at the discretion of the Event Center.

To rent one of Event Center's facilities or grounds areas, a \$200 non-refundable deposit must accompany the application to temporarily hold the desired date. This deposit will be applied towards the final rental balance.

Upon receipt of an application and deposit, the Event Center will prepare a contract based on the application selections. This contract is created through an online software program and a link will be sent to the Renter to review the contract and electronically sign. The contract must be signed within 10 days to secure the date. The Event Center General Manager will then sign the contract electronically and the contract will then be considered fully executed.

## Conduct of Persons

The Renter 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. Event Center reserves the right to eject or cause to be ejected from the premises any person due to disruptive or unlawful conduct. Any conduct that requires contacting the law enforcement will be an automatic forfeiture of the damage deposit.

## Payment Schedule

- \$200 booking fee due with application. This fee is non-refundable and non-transferable. This fee will be credited towards the final bill.
- 50% of the building rental is due six (3) months prior to the event.
- Balance of contract due ten (10) business days prior to event.

## Cancellation Policy

We understand that circumstances often prevent a Renter from fulfilling their contractual obligations. The Event Center offers a schedule of refunds:

- 48 hours after submitting application: \$200 deposit will be refunded.
- Up to two (2) months prior to event: One-half of fees paid less \$200 deposit.
- Two (2) months or less: No refund

## Equipment requirements

The final table and chair count must be received by Event Center two (2) weeks prior to the event date. Renters are responsible for providing their own ladders, extension cords, dollies, etc.

## Hours of Usage

For a fee, 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

Some rental spaces have access to kitchens. Private events are welcome to provide their own food in Event Center kitchens. Events open to the public require a certified caterer to prepare food in these kitchens. A copy of their certification is required by the Event Center. 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, Quinceanera) 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>.

## Security:

To ensure the success of events and the safety of guests in attendance, security is an important part of events held on the Fairgrounds. There are different types and levels of security based on the individual events (see below)

The Walla Walla County Fairgrounds does not permit armed security personnel on the fairgrounds without prior written approval of the Fairgrounds staff. Events serving alcohol with more than 600 attendees will be required to use uniformed law enforcement officers and must coordinate with a law enforcement agency to provide such officers.

- All events, both private and open to the public, that will serve alcohol, will be required to have private security at a ratio of 1 per 100 attendees.
- Events serving alcohol with more than 600 attendees will be required to use uniform law enforcement officers and must coordinate with a law enforcement agency to provide such officers.
- Non-profit sponsored events serving alcohol will not be required to have security unless the event has had issues in the past or unless the event has more than 600 attendees.
- For events where no alcohol is served, no security will be required, unless the event exceeds 3,000 attendees
- For private security, only security companies certified by the Washington State Department of Licensing as set forth in RCW 18.170 may be used. The fairgrounds will maintain a list of approved companies. Security companies must have a minimum of \$1,000,000 of general liability insurance and will provide a certificate of insurance upon request to the fairgrounds.

Events shall be completed no later than 11:30 p.m. unless a waiver is approved no later than one month prior to the event by the Board of County Commissioners.

Failure to abide by any of these requirements will result in a surrender of the damage/security deposit and cancelation of the event, if the event has not occurred.

Renters who damage County property or fail to abide by any of these requirements, will not be allowed to rent County Fairgrounds property in the future unless approval is granted by the Walla Walla County Board of County Commissioners.

## Decorations:

- ONLY blue masking tape (painters' 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 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.
- Confetti and/or chalk cannons are not to be discharged inside any building.
- Helium balloons are not to be used inside of any building.

***There will be a minimum \$100 fine for failure to adhere to decoration rules.***

## Use of Flame or Flammable Materials

The Renter agrees that it will not use any decorative materials disallowed by any applicable law, policy or regulation or any similar flammable combustible materials on or about the premises. Renter 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 Event Center and Walla Walla County Fire Marshal and the permit is on file with the Event Center.

### **Marijuana/Illegal Drugs**

The consumption of marijuana products or illegal drugs of any type is strictly prohibited on the premises of the Event Center.

### **Parking**

The Renter 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 200 volts, please discuss your needs with the Event Coordinator when booking your rental.

### **Garbage Services**

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

### **Damage/Cleaning Deposit**

Prior to receiving any keys to a facility, a \$600 damage/cleaning deposit is required. This deposit will be returned to the renter within seven business days after the conclusion of the event and the facility has been inspected for any damage. 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**

Renters must provide Walla Walla County with insurance, as follows:

- **General Liability Insurance:** Renter shall secure a combined single limit Commercial General Liability with the following limits:  
Limits of Liability:  
\$1,000,000 Each Occurrence  
\$2,000,000 Products/Completed Operations Aggregate  
\$1,000,000 Personal & Advertising Injury  
\$2,000,000 General Aggregate (*Per Event*)  
\$300,000 Damage to Premises Rented to You (Temporary)  
\$5,000 Medical Payments  
\$1,000,000 Liquor Liability Each Occurrence – when liquor is being served or is present.
- Coverage must include move-in and move-out dates as well as event dates. The minimum must be met for each section to be acceptable.
- Renters shall ensure Walla Walla County is listed as an additional insured, and that the insurance is primary and non-contributory. The Lessee must provide a copy of insurance, which must include a Certificate of Insurance with an endorsement naming Walla Walla County, 314 West Main Street, Walla Walla, WA 99362, as additional insured, a minimum of two weeks prior to the event.

Renters will indemnify Walla Walla County in accordance with current rental agreements.

Renters may obtain the required insurance from their insurance agent or other local insurance agencies or may obtain coverage through the Walla Walla County private insurance vendor through the County Risk Management office. All insurance companies shall have a minimum A.M. Best's rating of A-VII and shall be licensed to do business in the state of Washington.

There are events that Walla Walla County's private vendor cannot provide insurance for, such as rodeos, monster truck shows, horse events, etc. High risk events will require more than the limits shown above, and at a minimum, will include \$2,000,000 general liability insurance for each occurrence. The following are national insurance agencies/brokers that may offer coverage for higher risk events, such as concerts, demolition derbies, monster trucks, rodeos, horse events, etc.

Haas & Wilkerson Insurance  
[Hwins.com](http://Hwins.com)  
(913)432-4400 Office | (913)432-6159 Fax

[theeventhelper.com](http://theeventhelper.com)

Walla Walla Lloyd's Insurance  
(509)525-4220 Office | (509)525-4465 Fax

K & K Insurance  
[KandKinsurance.com](http://KandKinsurance.com)  
(800)637-4757 Office | (866)463-3230 Fax

Western Specialties  
<https://www.rodeoins.com/>.

### Keys

It is the sole responsibility of the Renter 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.) has been received by the Event Center office. Keys must be obtained on the day prior to your event. If the event is held on the 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 forfeiture of damage deposit to pay the cost to rekey the building.

### Scheduling

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

### Lost or Stolen Items

The Event Center is not responsible for lost, stolen, or damaged items.

### Default

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

### Important dates to remember:

- 50% of the building rental fee is due 3 months prior to event.
- The Certificate of Insurance is due 30 business days prior to event.
- Final changes to equipment rental are due 2 weeks prior to event.
- Proof of security (if applicable) is due 2 weeks prior to event.
- The alcohol service agreement (if applicable) is due 2 weeks prior to event.
- Final payment is due 10 days prior to event.
- Damage deposit due prior to receiving building keys.



### **Who We Are:**

Oregon Beverage Services is a family owned and operated company that started in 1986 as Premier Beverage Services. With decades of combined experience in alcohol distributing, catering, and event management we can bring an unmatched level of knowledge to your event.

### **What We Offer:**

We are a full-service adult beverage catering operation. We handle all aspects related to alcohol service at your event, so you do not have to worry about a thing. This includes, but is not limited to: licensing, insurance, bartenders, product, security, and bar set up.

### **Our Process**

To secure our services please reach out to us once you have solidified your date so we can discuss the details of your event. We will provide an estimate based on the information provided and the type of bar service you are interested in. Once you approve your estimate, a \$250 deposit is required to hold your event. The remaining amount is due in full two weeks prior to your event. Any unopened product will be refunded the week following your event via check.

### **Types of Bars:**

Hosted – A hosted bar is where you, the client, pay for all of the costs related to the alcohol service including all of the drinks your guests consume.

No-Host Bar/Cash Bar - This is where your guests are responsible for purchasing their own drinks.

Combination – This bar service can look different ways. For example, one variation could have beer and wine hosted while cocktails are no-host. Another example is if each guest of your event received two drink tickets and then once those are redeemed, they are then responsible for purchasing their own drink. We are happy to chat through all the options with you!

### **Important to Note:**

- We require 60 days' notice for all events.
- Your estimate can be adjusted up to two weeks prior to your event.
- Pricing is based on product availability. Some types of alcohol are charged at a higher rate since they are considered specialty products.
- For private events, a \$250 deposit is required to secure your service.
- Public events have a \$1,000 minimum.
- We do not provide nonalcoholic beverages (i.e. water and soda). Clients can provide those.

### **Contact:**

To place an order with us call (503) 362-3391

# WALLA WALLA COUNTY EVENT INSURANCE EVENT HOLDER QUESTIONNAIRE

(To be attached to Permit Application – Retain in your files)

RENTER / EVENT HOLDER NAME: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Event Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_ Daytime Phone Number: \_\_\_\_\_

## EVENT INFORMATION:

Date(s) of Event (include setup & take down days): Set up: \_\_\_\_\_ Event: \_\_\_\_\_ Take down: \_\_\_\_\_

Classification of Event (check box): I  II  III  Vendor Only  Instructor: Class I  Class II  Class III

Hours of event: Start \_\_\_\_\_ End: \_\_\_\_\_

Location of Event: (Must enter complete address on certificate) \_\_\_\_\_

Type of event: \_\_\_\_\_

Detailed Description of Event: \_\_\_\_\_

Total attendance (per day) including all participants, spectators, guests, exhibitors, performers, entertainers, volunteers and employees:

Day One \_\_\_\_\_ Day Four \_\_\_\_\_ Day Seven \_\_\_\_\_

Day Two \_\_\_\_\_ Day Five \_\_\_\_\_ Day Eight \_\_\_\_\_

Day Three \_\_\_\_\_ Day Six \_\_\_\_\_ Day Nine \_\_\_\_\_ **Total Attendance for ALL Event Days:** \_\_\_\_\_

## ADDITIONAL EVENT EXPOSURES:

**YES**      **NO**

Admission Fee Charged? .....      

Vendors/Exhibitors/Concessionaires? .....        How many Vendors? \_\_\_\_\_ (provide a list)

Caterer? .....        (provide name) \_\_\_\_\_

Liquor Served? .....      

Liquor Sold? .....      

Food/Non-Alcoholic Beverages Served? .....      

Food/Non-Alcoholic Beverages Sold? .....      

Entertainment Activities? .....        (provide a list)

Have you held this event or similar in the past? .....      

If yes, have accidents, incidents, claims or loss arisen from such event? .....      

Please review contracts and attach a separate sheet, listing **names and addresses** of all parties requiring to be named as Additional Insured.

The event premium includes a premium charge for the facility owner/lessor as additional insured.