

Walla Walla Fairgrounds Flower Building Rental Requirements

This list is for your information; failure to comply may prevent use of facility and/or added fees.

Application: Complete the rental application and return to the Fairgrounds Office. \$100 non-refundable booking fee **must** accompany all rental applications. _____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: A \$1,000,000 limit liability Insurance naming the Fairgrounds as additionally insured for the term of your event. ***if alcohol is served your insurance must also include liquor liability. The Certificate of Insurance must be on file with the Fairgrounds Office the week of 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). _____Initial

Food/Beverage Concessions – Fairgrounds reserves all rights. If you would like a food vendor at your event, contact the main office. _____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 \$50 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 and the damage/cleaning deposit have been received by the Fairgrounds. You may only access the building for agreed rental times. _____Initial

Early Set Up Request: A \$50 fee will be required for access to the facility after 1:00pm the day prior to your event, provided the facility is available. A \$100 fee, per day, will be required for access to the facility the full day(s) prior to your event, provided the facility is available. _____Initial

Late Clean Up Request: A \$50 fee will be required for late clean up request, which gives you until noon the day following your event, when available. _____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. 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: Doors to the building must not be blocked open. KEEP DOORS CLOSED. You will be charged a \$50 fee if the Flower Building doors are not locked after your event. _____Initial

Security: It is your responsibility to check with the Fairgrounds on what security you will need & if required, submit provided application to StarPlex, working with them to set up security for your event. Anyone serving alcohol is required to hire security. _____Initial

Serving Liquor: The Fairgrounds will notify the County Authorities 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:** Fairgrounds reserves all rights. Please contact the office if you want a concession vendor or selling alcohol. It is your responsibility to contact the state and obtain the necessary papers for liquor sales. A copy of your permit must be on file with the Main Office prior to your 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 herein and on the rental application and agree to adhere to them as listed.**

Printed Name

Signature

Date