

# Walla Walla Fairgrounds Pavilion Rental Application

Contact Name \_\_\_\_\_ Day Phone (    ) \_\_\_\_\_ - \_\_\_\_\_

Event Name: \_\_\_\_\_

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\*\*\***

**THE UPSTAIRS PORTIONS OF THE PAVILION ARE NO ACCESS AT ANY TIME.**

INITIAL NEXT TO EACH YOU WANT INCLUDED	<h2>Rental Rates</h2>	<b>TOTAL</b> <small>(Office Use Only)</small>
REQUIRED	<b>BOOKING FEE    \$200</b> Must be included when application is submitted. <i>Fee is deducted from your final total.    <b>NON-REFUNDABLE</b></i>	
	<b>Pavilion    Lower Rotunda    <span style="color: blue;">MON-THURS ONLY</span></b> 9,000 Square feet November—February ..... <b>\$1,100</b> Rest of year ..... <b>\$850</b>	
	<b>Pavilion    Lower Exhibit Hall &amp; Rotunda</b> 16,748 Square feet & 9,000 Square feet November—February ..... <b>\$1400</b> Rest of Year..... <b>\$1200</b>	
	<b>CHAIRS - \$1.00 each</b> I would like _____ chairs @ \$1 each <b>TABLES:</b> 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. <b>(LIMITED AMOUNT OF ROUND TABLES, PLEASE CALL PRIOR TO BOOKING FOR AVAILABILITY)</b>	
	<b>Pavilion Kitchen</b> _____ <b>\$200.00 per day</b> <i>Ovens, tables, counters, grill, stoves, refrigeration units, sinks</i>	
	<b>Decorative Lights</b> _____ <b>\$150</b>	
	<b>Wi-Fi Access</b> _____ \$50 One Day   _____ \$75 Two Days   _____ \$100 3+ days	
	<b>Electronic Reader Board:</b> No Charge.    Wording you would like used: LIMITATIONS APPLY	
	<b>EARLY ENTRY REQUEST</b> _____ <b>\$400</b> Full Day, per day. If available _____ <b>\$200</b> 1pm. If available	
	<b>LATE CLEAN UP REQUEST</b> _____ <b>\$200</b> 12 Noon Exit Clean-Up. If available	
	<b>TOTAL:</b>	

Any event approved to be invoiced must be paid within 10 days.

Any account over 10 days will incur a late fee of \$50 which will be applied every 30 days until paid.

**FAIRGROUNDS RESERVES THE RIGHTS TO ALL TICKETS/PARKING?FOOD/BEVERAGE CONCESSIONS—SEE RENTAL REQUIREMENTS**

P.O. Box G    Walla Walla, WA 99362    509-527-3247    info@wallawallafairgrounds.com

## 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. \$200 non-refundable booking fee \_\_\_\_\_ **Initial** accompany all rental applications.

**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**

- 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**

**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 and only the area of the building you have contracted. 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.** If you access the building off agreement times, you will be billed for the listed rental rate. \_\_\_\_\_ **Initial**

**Wi-Fi** – Event wi-fi is available, cost listed on application. Access information will be provided when keys are picked up. \_\_\_\_\_ **Initial**

**Early Set Up Request:** Available, see rental application for times and cost. **If you access the building early without selecting this option on the application, you will be billed.** \_\_\_\_\_ **Initial**

**Late Clean Up Request:** A \$200 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. This is a historic building. There will be a minimum \$100 fine for failure to adhere to decoration rules. **THIS WILL BE STRICTLY ENFORCED.** \_\_\_\_\_ **Initial**

**UPSTAIRS:** No rentals are allowed to have any persons upstairs at any time. The upstairs are no access. \_\_\_\_\_ **Initial**

**Outside Lights:** The outside lights are on poles on the South side of the Pavilion and be turned on at the poles. We will have some outside lights on timers. \_\_\_\_\_ **Initial**

**DECORATIVE LIGHTS:** If you would like to use the decorative lights, select that option on the rental application. If you use the lights without selecting it on application, you will be billed. \_\_\_\_\_ **Initial**

**Heat/Cooling/Doors:** Building has limited heat. In extreme cold, during off-season rentals, it will still be cool in the building. The building has fans but not air conditioning. To help keep building warm/cool, doors to the building must not be blocked open. KEEP DOORS CLOSED. You will be charged a \$50 fee if the Pavilion doors are not locked after your event. \_\_\_\_\_ **Initial**

**Security:** Anyone serving alcohol is required to hire security. Contact the office for company contact information. \_\_\_\_\_ **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. . \_\_\_\_\_ **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 and confirm receipt of the above rental information.**

Printed Name

Signature

Date