

# Walla Walla Fairgrounds

## Community Center Rental Application

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

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\*\*\***

Initial	FAIRGROUNDS RESERVES THE RIGHTS TO ALL FOOD/BEVERAGE CONCESSIONS—SEE RENTAL REQUIREMENTS <i>If you would like food/beverage concessions, this must go through our office.</i>	TOTAL <i>(Office Use Only)</i>
	<b>BOOKING FEE \$200</b> Fee is deducted from your final total. <b>NON-REFUNDABLE</b>	
	<b>◆ FULL COMMUNITY CENTER</b> 12,271 Square Feet    798 Occupancy <b>Monday-Thursday \$700/day</b> <b>Friday-Sunday \$800/day</b> 80 3'x8' banquet tables & 650 chairs included in rental <b>Kitchen #3 is included in rental</b>	
	<b>◆ HALF COMMUNITY CENTER \$500/day</b> 5,628 Square Feet    365 Occupancy 40 3'x8' banquet tables & 325 chairs included in rental <b>Kitchen #3 is included in rental</b>	
	<b>Each ADDITIONAL KITCHEN \$100</b> Items included with Kitchens may vary.	
	<b>NOTE:</b> Up to 60 6' Round Tables are available. \$200 fee to exchange. Round Tables Requested: _____	
	Extra Chairs needed: _____ \$1.00 each    Extra 3'x8' Tables needed: _____ \$3.00 each	
	8x16 Stage \$40 _____    12x16 Stage \$80 _____ <b>Stage Set Up location:</b> _____	
	Microphones _____ \$25.00 each with one stand	
	Free Standing Podium _____ Tabletop Podium _____    Included. Initial if needed.	
	Ceiling Magnets _____    Included. Initial if needed.	
	Reader Board/Public Events one line, if available    NO charge 30 spaces for letters and spaces -----	
	Campers _____ \$20.00 per night	
	<b>EARLY SET UP REQUEST</b> _____ \$400/DAY    Full day. If available	
	<b>EARLY SET UP REQUEST</b> _____ \$200    1PM Early Set-Up. If available	
	<b>LATE CLEAN UP REQUEST</b> _____ \$200    12 Noon Late Clean-Up if available	

Any event **approved** to be invoiced must be paid within 10 days of receipt of invoice. **Total=**   
 Any account over 10 days will incur a late fee of \$25 every 30 days until paid.