

# Walla Walla Fairgrounds

## Flower Building 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**

Building includes one sink and air conditioning. There is no heat and restrooms are in nearby building.

Building will be available the morning of your event. **After your event, the building must be swept clean and garbage bagged and placed in dumpster.** Any work done by the Fairgrounds, except for normal maintenance, will be done at the rate of \$50 per man hour and \$50 per machine hour.

INITIAL		<b>TOTAL</b> <small>(Office Use Only)</small>
	<b>3'x8' banquet tables are included with the rental. There is a \$50 fee to change to Round tables.</b>	
	<b>BOOKING FEE    \$100</b> Fee is deducted from your final total. <b>NON-REFUNDABLE</b>	
	<b>Flower Building                      \$200 per day</b> <i>Includes 5 tables and 20 chairs.</i>	
	<b>EARLY SET UP REQUEST</b> _____ <b>\$100</b> <i>Full day. If available.</i>	
	<b>EARLY SET UP REQUEST</b> _____ <b>\$50</b> <i>1PM Early Set-Up. If available.</i>	
	<b>LATE CLEAN UP REQUEST</b> _____ <b>\$50</b> <i>Clean up next morning. If available.</i> <i>Must be complete by NOON</i>	
	<b>FEES FOR EXTRA ITEMS</b>	
	<b>Extra tables:</b> _____ <b>\$3.00 each</b>	
	<b>Extra chairs:</b> _____ <b>\$1.00 each</b>	
	<b>Reader Board/Public Events</b> <i>one line, if available    NO charge 30 spaces for letters and spaces</i> -----	
	<b>TOTAL:</b>	

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