

**Walla Walla Fairgrounds**  
**Expo Arena 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 **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 facility clean. Any work done by the Fairgrounds except for minimum cleaning will be charged at the rate of \$50 per man hour and \$50 per machine hour. \_\_\_\_\_ Initial

**Rental Time:** Access to the facility 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 facility for agreed rental times.  
\_\_\_\_\_ Initial

**Early Set Up Request:** Early set-up is available at \$40 an hour. No judging, timing or contest, entry fee or admission charge of any kind. Set-Up only. \_\_\_\_\_ Initial

**Speed Limit:** Observe the Fairgrounds speed limit of 10 mph at all times. \_\_\_\_\_ Initial

**Smoking:** Smoking is prohibited inside the Expo Building, horse barns and around any flammable materials outside the building.  
\_\_\_\_\_ Initial

**Pets:** No dogs loose in Expo or on grounds. Dogs must be leashed or in your vehicle. \_\_\_\_\_ Initial

**Manure:** Do not clean out the back of your horse trailer in Fairgrounds parking areas. There will be a \$50 fee for any events that do not adhere to this rule. \_\_\_\_\_ Initial

**Parking:** Parking is available in Lot 5 & 6 only, unless prior approval for other areas is granted. No parking is allowed behind the show horse barns, on the grass, or in front of the maintenance shop located between Lot 5 & Lot 6. This is your responsibility to enforce.  
\_\_\_\_\_ Initial

**Lawn Areas/Grass:** NO HORSES ON ANY GRASS AREAS. This is your responsibility to enforce. There will be a \$50 fee for any events that do not adhere to this rule. \_\_\_\_\_ 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