

# Walla Walla Fairgrounds Flower Building Rental Application

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

Mailing Address \_\_\_\_\_ City/State/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	3'x8' banquet tables are included with the rental. There is a \$50 fee to change to Round tables.	<b>TOTAL</b> (Office Use Only)
	<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>Wi-Fi Access</b> <input type="checkbox"/> \$50 One Day      <input type="checkbox"/> \$75 Two Days      <input type="checkbox"/> \$100 3+ days	
	<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</i> <b>NO charge</b> 30 spaces for letters and spaces -----	
	<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.**