

Walla Walla Fairgrounds \ Pavilion 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 building securely locked when leaving. Any work done by the Fairgrounds except for minimum cleaning will be charged at the rate of \$50 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. _____ Initial

Wi-Fi – Event wi-fi is available, cost listed on application. Event will create their own password and provide to Main Office to set, prior to event, if wi-fi is selected _____ Initial

Early Set Up Request: Available, see rental application for times and cost. _____ 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

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: The hanging lights in the Lower Exhibit Hall are for use for a rental fee. They are not free to use. If they are plugged in, renter will be charged the \$150 fee.

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: It is your responsibility to check with the Fairgrounds on what security you will need & if required, submit provided application to StarPlex, working with them to set up security for your event. Anyone serving alcohol is required to hire security. _____ 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. It is your responsibility to contact the state and obtain the necessary papers for liquor sales. A copy of your permit must be on file with the Main Office prior to your event. _____ 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.**

Printed Name

Signature

Date