

Expo Building Rules for Use Event Renters

PLEASE READ CAREFULLY

Initial in each box to ensure you have read and understand all rules listed.

<u>Done</u>	Application – Complete the rental application and return it to the Fairgrounds. The booking fee MUST accompany all rental applications.
	Lease Agreement - Upon receipt of the rental application and the reservation deposit, the Fairgrounds Office will prepare and send you a Lease Agreement. Sign and return the Agreement within 10 days to the Fairgrounds office to hold your date. If the event is beyond basic rental, extras and additions are addressed in the contract.
	Insurance – You must have \$1,000,000 limit liability insurance and the Fairgrounds must be listed on your policy as additionally insured for the day of your event. If you need assistance obtaining this insurance contact the Fairgrounds office. There is availability through Walla Walla County. If serving alcohol, liquor liability must be included and security on site.
	Damage/Security Deposit - A \$600 refundable damage/cleaning deposit is required for ALL renters prior to event. Your deposit check will be returned to you 72 hours after your event, providing there is no damage, and you left the arena and building in the condition they were prior to rental. Any work done by the Fairgrounds except minimum cleaning will be charged at the rate of \$43 per man hour and \$45 per machine hour.
	SPEED LIMIT – Observe the Fairgrounds speed limit of 10mph AT ALL TIMES.
	SMOKING – Smoking is prohibited inside the Exposition Building, horse barns and around any flammable materials outside the building.
	PETS – NO DOGS LOOSE IN EXPO OR ON GROUNDS. HAVE THEM ON A LEASH OR IN YOUR VEHICLE.
	MANURE – PLEASE DO NOT CLEAN OUT THE BACK OF YOUR HORSE TRAILER IN FAIRGROUNDS PARKING AREAS! <i>THERE WILL BE A \$50 FEE FOR ANY EVENTS THAT DO NOT ADHERE TO THIS RULE.</i>
	PARKING – Parking is available in Lot 5 & Lot 6 ONLY. No parking is allowed behind the show horse barns or in front of the Maintenance Building located between Lot 5 & Lot 6. This is the lessees’ responsibility to enforce.
	LAWN AREAS - NO HORSES ALLOWED ON ANY OF THE GRASS AREAS. This is lessees’ responsibility to enforce. <i>THERE WILL BE A \$50 FEE FOR ANY EVENTS THAT DO NOT ADHERE TO THIS RULE.</i>

With your signature below, you agree that you understand & will adhere to all rules.

LESSEE: _____

Signature

Date

Address: _____

Phone: _____ Email: _____

IF ANY CONTACT INFORMATION CHANGES, PLEASE NOTIFY THE FAIRGROUNDS IMMEDIATELY