

# Pavilion Renters Check List

## Walla Walla County Fairgrounds

These guidelines will help you with your event in the Pavilion. This will help ensure that you get your \$600 deposit back. Please remember **NO SMOKING** is allowed in the building— **ABSOLUTELY NO ONE IS ALLOWED UPSTAIRS AT ANY TIME.**

- APPROVAL:** Due to the historic value of the Pavilion, Fairgrounds manager must pre-approve type of event requested to be held. Not all events will be approved.
- CONTRACT:** Upon receipt of the application and booking fee, the Fairgrounds office will prepare and send you a contract. Sign and return the contract within 10 days.
- AREAS:** Pavilion is divided into three (3) areas. Remember, you are only allowed the area you reserved.
- INSURANCE:** A \$1,000,000.00 Certificate of Liability Insurance, which covers you as the renter of the facility, and has the Fairgrounds listed as additionally insured must be on file with the Fairgrounds office no later than 1 week prior to your event. Your homeowners insurance can help you with this, or if you need help obtaining a policy for your event, contact the Fair office.
- DAMAGE DEPOSIT:** A \$600 refundable damage/cleaning deposit will be required when you pick up the key for your event. Your deposit check will be returned 72 hours after your event, once the building has been checked by maintenance and they find no damage as well as the building being left as received.
- DECORATING:** **Absolutely** no nails, staples or tape on any walls. Decorations are limited to table decorations or must be free standing. Any other decorations must be approved by the Fairgrounds manager. **DO NOT** use Duct Tape.
- TABLES/ CHAIRS:** Tables are set in the middle of the room, you arrange them as you wish. When moving tables have one person on each end. If one person is moving them, **DON'T PULL FROM THE END**, it can collapse legs; always move from the center. Arrange chairs as you wish.
- KEYS:** Keys may be obtained on the day prior to your event **PROVIDED** the Certificate of Insurance and the damage/cleaning deposit have been received in the Fairgrounds office.
- OUTSIDE LIGHTS:** The outside lights are on poles on the South side of the Pavilion and can be turned on at the poles. The Fairgrounds will have some outside lights on with timers.
- SECURITY:** Security may be required. It is your responsibility to comply with any Fairgrounds requirements as to the type of security you will need for your event.
- HEATING/ COOLING:** There is minimal heating in the Pavilion. Renter must have prior approval from Fairgrounds Manager before any outside heating or cooling devices are brought in.
- SERVING LIQUOR:** The Fairgrounds will notify the County Commissioners that you are requesting to serve alcohol on County property. Your insurance must include Liquor Liability.
- SELLING LIQUOR:** It is your responsibility to contact the state and obtain the necessary papers for liquor sales. Copies of permits must be presented prior to event & insurance must include liquor liability.
- BEFORE LEAVING:** **CHECK ALL DOORS, make sure they are locked.** Please wash Tables/chairs and move back to center of the room. Stack chairs in sets of 8 chairs, **NO MORE**. Please remove any signage you have on the grounds.
- KITCHEN CLEAN UP:** Wipe coolers, counters & sinks clean of debris. Clean ovens. Use provided brush to clean Charbroiler while still hot. Sweep and mop.

**ALCOHOL CONSUMPTION IS NOT PERMITTED OUTSIDE THE BUILDING**