

SOUTHWEST WASHINGTON



FAIRGROUNDS

YEAR-ROUND EVENT AND FACILITY RENTALS



FACILITY USE HANDBOOK

Updated: 10/31/2022

Your complete guide to the facilities and services available for events at the Southwest Washington Fairgrounds Park through the Lewis County Parks & Recreation Department

SouthwestWashingtonFairgrounds.Org

WELCOME TO FAIRGROUNDS PARK



The Southwest Washington Fairgrounds appreciates your selection of Fairgrounds Park for your event. This handbook was developed to help answer questions you may have about our facilities and services and assist you in planning for your event.

The Southwest Washington Fairgrounds is the largest indoor/outdoor event facility in the area. The fairgrounds offers over 200,000 square feet of multi-use buildings for every type of public and private event. Major amenities include historic grandstands, 2 outdoor stages, large parking and camping areas. Plus barns and buildings suitable for all types of animal events. Conveniently located off the I-5 corridor between Seattle and Portland, the Southwest Washington Fairgrounds is open year-round to serve you.

If you have any questions, please do not hesitate to contact us at 360-740-1495.

WHAT WE REQUIRE FROM YOU

ALL EVENTS

- Event Application
- Signed Contract
- Building Rental Fee
- Event Insurance
- Damage/Cleaning Deposit (\$500 for most)
- Event Set-Up List (at least 30 days before)

EVENTS SERVING ALCOHOL

In addition to the items required for all events. Those events serving alcohol must meet these additional requirements.

- Liquor Liability Insurance
- Permits
 - Washington State Liquor Control Board Banquet Permit
 - City of Chehalis Event Permit
- Proof of Security
- Concessionaire Agreement for any food/beverage being sold onsite

Business Hours:

The normal office business hours are 9:00 AM - 4:00 PM Monday - Friday

The Office is closed on state/federal holidays.

Phone Numbers:

Office: 360-740-1495

Mailing Address:

Lewis County Parks & Recreation
1909 S. Gold Street
Centralia, WA 98531

Website:

SouthwestWashingtonFairgrounds.Org



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THIS HANDBOOK

It is the Lessee's responsibility to know the rules and regulations contained in this handbook since they are an extension of your Lease Agreement. It is also important that all employees or representatives involved with your event be aware of these rules.

The management of the Southwest Washington Fairgrounds Park reserves the right to amend, add to and interpret the following Rules and Regulations and determine finally all questions and differences with respect thereto, arising out of, connected with or incident to the Lessee's use of the facilities.

GENERAL GROUNDS POLICIES

We appreciate your use of our facilities for your special event and we want you and your guests to have an enjoyable and safe experience at the Fairgrounds. In order to provide for a safe and enjoyable experience, the following rules will be followed on Fairgrounds property.

- **Usage Hours**

Rental fees cover the use of the facility from 7:00 am until 10:00 pm unless otherwise stipulated on the Lease Agreement.

- **Unsupervised children**

Please make sure your children are being supervised at all times. Children should remain in the building. They are not allowed to play unsupervised and must remain in the immediate event area. Parks & Rec staff is not responsible for watching your children.

- **Vandalism/Trespassing**

Destruction or vandalism of property will not be tolerated. If you cannot maintain control of your guests, then your use of our facilities will be terminated. Guests are to stay in the immediate rental space. Access or climbing on ride and other Fair structures is strictly prohibited. No loitering outside of venue in parking lots. You are responsible for any damage during your event, even if caused by one of your guests.

- **Loud & Disruptive Behavior**

Please respect the neighbors and the guests using other buildings. Any guests being disruptive to other events will be asked to leave the grounds.

- **Photography / Video**

• Parks may, at its discretion, send a photographer to take pictures of events held at its facilities for internal and marketing use. This is not a complete list of rules, others will apply, Always read through your contract for specific and inclusive rules*



OUR RENTAL FACILITIES

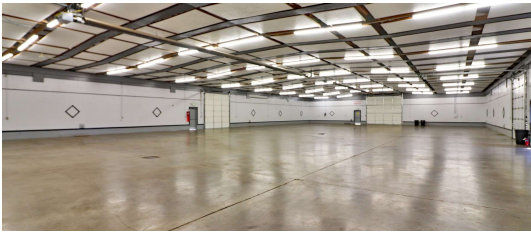
Large or Small, we have rental spaces to fit all your event needs.

THE BLUE PAVILION

80'x150', heating available, 12,000 square feet



Clear span building with concrete floor. Capacity of 1200 people (standing). Restrooms attached. **Building rental includes: 300 chairs and 50 tables are available (customer-setup required).**



- 1st Day Rental = \$1,200
- Add-on Days = \$900 each day

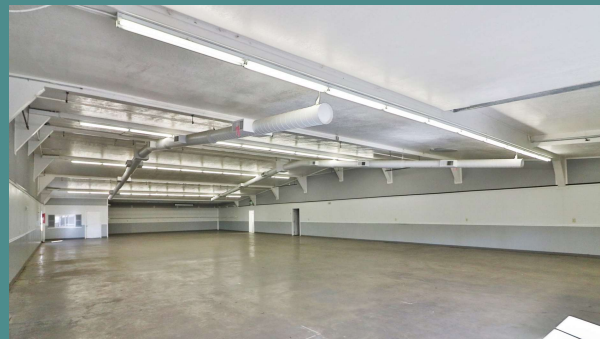


THE COMMUNITY EVENTS BUILDING

50'x120', heating and cooling available, 6,000 square feet
Clear span building with concrete floor and small kitchen.
Restrooms attached.

Building rental includes: 250 chairs, and 40 tables are available (customer-setup required).

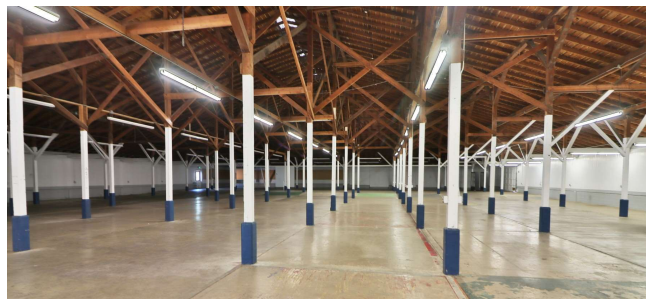
- 1st Day Rental = \$1,000
- Additional Days = \$750 each



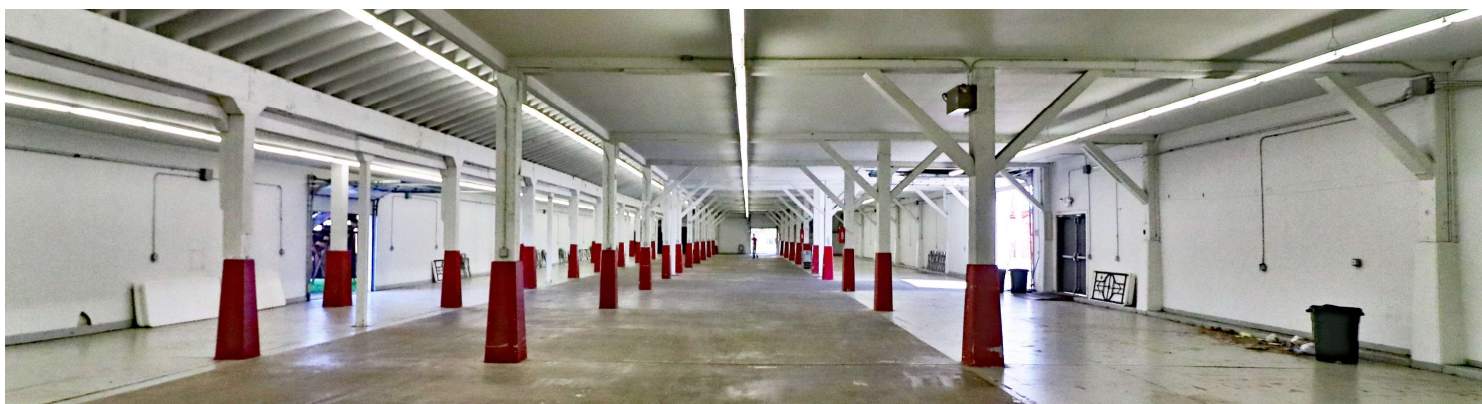
EXPO HALL

150' x 110' 14,375 SQ FEET, limited heating & cooling available at additional cost

- 1st Day Rental = \$1,000
- Add-on Days = \$750 each day



UNDERNEATH THE GRANDSTANDS



- 1st Day Rental = \$1,000
- Add-on Days = \$750 each day

250' x 55' 14,000 sq. ft

Rectangle Space with Pillars. Building has no heat.

Set up at additional fee

THE 4-H BUILDING

- 1st Day Rental = \$1000
- Add-on Days = \$700 each day

Comprised of 3 sections:

40' x 50' kitchen area – meeting space, capacity 40.

12' x 20' small kitchen area used in conjunction with a main floor

55' x 65', has a capacity of 200 people. Each area is heated.

Building rental includes: heat, lights, 60 chairs and 10 tables (customer-setup required)



BARN & PAVILION RENTALS

NEW JUDGING PAVILION



120' x 50' approx. 6000 sq ft

Dirt floors, open on all sides, limited availability (April, May, June, July, and September) and only as an add-on to another building.

- Available as add-on (\$400 day)

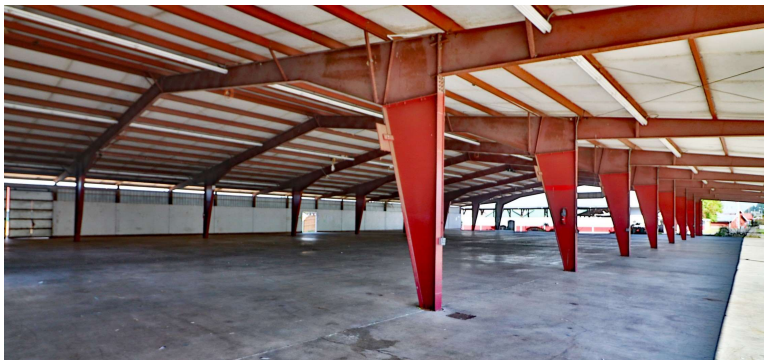
OLD JUDGING PAVILION



240'x40'

Paved and has partial walls on long sides. Avail only as add on to another building and only available in April, May, June, July and September.

- Available for add-on (\$550 day)



THE DAIRY BARN

120' x 200' approx 24,000 sq ft

- 1st Day Rental = \$1000
- Add-on Days = \$700 each day

Concrete floor, closed in on two sides, wash racks, when available, are an additional cost. Bedding will be billed at cost plus labor for setup/cleanup. Additional fees may apply for water and electricity. Only available April, May, June, July and September.



FLORAL BUILDING

60' x 150' approx 9000 sq ft

- ♦ Available for add-on (\$500 day)
*not available in wet season

Building with concrete floor. Set up / accessories at additional fees.

CARNIVAL LOT



Large blacktop area on South End of fairground in front of Blue Pavilion

- ♦ Available for add-on (\$500 day)

OFFICE LAWN



Grassy lot adjacent to Blue Pavilion and behind the office. Only available as an add on to the Blue Pavilion or Dairy Barn. Additional fees may apply for water and electricity.

- ♦ Available for add-on (\$500 day)

HORSE ARENA & BARN

125' x 225' Outdoor Riding Arena with dirt footing and judge/announcer stand.

30' x 100' holding area

125' x 140' Warm Up Area with dirt/sod footing.

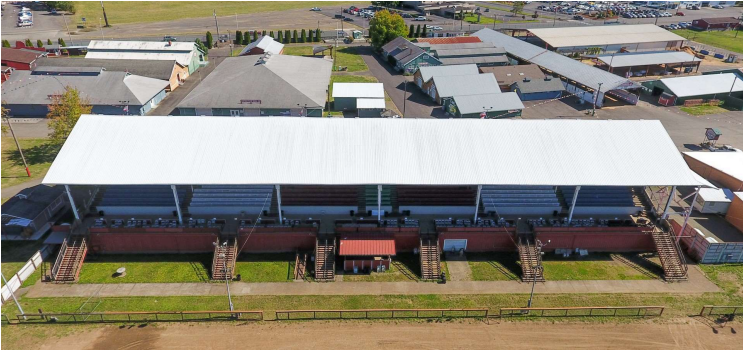
Two Main Barns plus Three Race Track Style Barns 100 stalls,

- Arena Daily Rental = \$500
 - 501(c)3 non-profit organizations receive 50% discount on arena rental
- Stalls-per stall/per day = \$18
- Bedding-per stall up to 3 days = \$10
- Stall Clean Up Deposit (Per Stall) = \$25
 - Stall Deposit Returned when stalls completely stripped & swept
- Manure Disposal negotiated separately



STAGES & GRANDSTANDS

GRANDSTAND & INFIELD



Historic Grandstands with covered seating for 2,500 guests and Infield.

***Infield bleachers included.**

***Large Ticketed Events May have additional fees and may be subject to revenue-sharing.**

***Does not include under the Grandstands area.**

***Set up and staff time at additional charge.**

- ♦ 1st Day Rental = \$4,000
- ♦ Add-on Day Rental = \$3,000 each day
- ♦ Setup / Cleanup Days = \$1,500 each day



SALOON STAGE & GRASSY LOT

Stage with 4- Dressing rooms and a green room with kitchenette, includes 200 chairs to be set-up and re stacked by customer. It is possible to seat 1500 in this area, theater style.

24'x40'

- ♦ 1st Day Rental = \$1500
- ♦ Add-on Day Rental = \$1200
- ♦ Setup / Cleanup Days = \$750 each day



STAGE SOUTH



24'x40'

Stage with Dressing Room, includes 100 Chairs to set up and re stacked by customer

- ♦ 1st Day Rental = \$1000
- ♦ Add-on Day Rental = \$800
- ♦ Setup / Cleanup Days = \$450 each day

ADDITIONAL RENTAL ITEMS

These items can be added to your contract if known in advance. If added during an event, any indebtedness, which may include equipment rentals and and event maintenance is payable upon receipt in accordance with the invoice to be sent within 10 days of the completion of the event.

IF YOUR EVENT IS OVER A HOLIDAY or HOLIDAY WEEKEND, there may be a holiday surcharge.
Miscellaneous Rental Items / Equipment - Plus
WA Sales Tax 8.2%

(*) Items require fees for heavy equipment operator and subject to fees.

Stage 8x20' *	\$150.00
Stage 8x12' *	\$100.00
Electric hand truck	\$50.00
Ticket Booth *	\$50.00
Chairs (padded/not)	\$2 / \$1 each

Dividers/Cedar *	\$15.00
Dividers/Lattice *	\$10.00
Barricades *	\$15.00
Podium	\$10.00
Risers	\$25.00

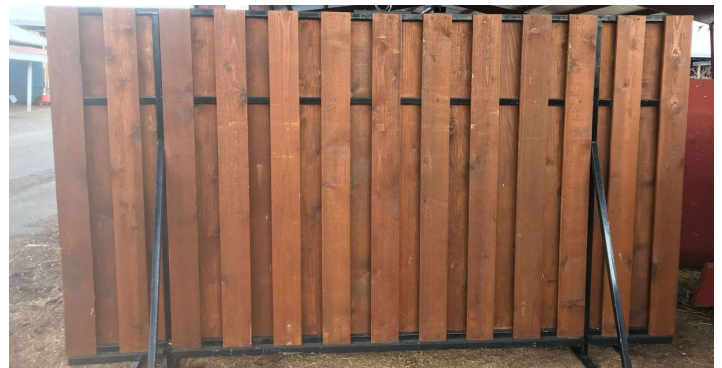
Tables (6-foot plastic)	\$10.00
Tables (8-foot wood) Tables	\$8.00
Round (plastic)	\$10.00
Small Aluminum Bleachers *	\$150.00
Picnic Tables *	\$25.00/35.00
Benches *	\$20.00
Portable PA	\$100.00
Stove/Refrigerator	\$100.00 (Each)
or Sink (each)	\$50.00 (Each)
Pipe & Drape per 10' Booth	\$25.00
Projector Screen	\$100.00
Coffee Pot	\$25.00
Lost Key Fee	\$5.00 / \$50.00



Lattice Dividers



Small Aluminum Bleachers



Cedar Dividers

Refuse Disposal:

Self Manage	\$75.00
500 or less	\$ Determined at time of event
500 or more attendees	\$ Determined at time of event
Small Events	\$10 per garbage can
Animal Events	Rates to be analyzed during contract discussion

Labor Fees:

Electrical Drops	Per Drop	\$30.00
Support Personnel	(4-hour minimum)	\$40.00 an hour
Heavy Equipment Operator	(2-hour minimum)	\$75.00 an hour
Event Maintenance Restrooms	300 or less attendees includes supplies	\$300.00 each event day
Event Maintenance Restrooms	301 or more attendees includes supplies	\$500.00 each event day
Flagger	Required if you use Green Gate for entry.	\$Determined at time of event

ADVERTISING & PROMOTIONAL SERVICES

**Fairgrounds Park uses a variety of ways to get word out about your event, should you so choose.
We recommend these options only for events open to the public.**

Please supply your event coordinator with any of your printed material, posters, discount coupons, and advertisements promoting your event. **We often get telephone inquiries requesting this important information.**

We will put a message on the Reader Board for your event. Because your event may not be the only event on the grounds on that date, we may have limited space for each to advertise.

READER BOARD

Please write out the message you would like to go on the Reader Board, and we will shorten it if necessary. Maximum of 23 letters per line, 2 lines.

FREE

FREE

SOCIAL MEDIA POST

A social media post will be created and posted on our Facebook page for your event

NEWSPAPER PRINT ADS

- Featured as weekly Fairgrounds Park events in the Chronicle newspaper event calendar insert.
- Fairgrounds Park can add a 300px x 250px special advertisement to the newspapers weekly Entertainment Extra featuring your event. *subject to fees and three week notice required.

*There is a per week charge that will be determined at time of advertising.

\$TBD
per Week

\$TBD
per Month

RADIO ADS

MIXX 96.1

23 30-second commercials per month; scheduled 5 AM - 10 PM

40 Live 15-Second on-air mentions per month; 5 AM-10 PM

Ads and mentions to be distributed based on the calendar of annual fairground vendor activities. Ad distribution planned in advance to meet event needs.

4 week notice required rates for all media advertising is subject to change by the media provider..

FAIRGROUNDS PARK RULES FOR USE

It is our desire to make your event a successful one. We want to provide you with a facility that works well for your event and is attractive to the public. In achieving this goal we ask that you abide by the following simple rules. If you have any suggestions or comments, feel free to talk with us about them.

1. Smoking is prohibited on the fairgrounds except in designated smoking areas (this includes all tobacco products).
2. Do not use duct or masking tape on floors or walls of buildings. (We will allow the use of scotch "blue" masking tape.)
3. No nails, screws, or staples allowed on wall or ceiling surfaces without prior approval of fair management.
4. No confetti. Helium balloons are permitted however they must be tethered and never released inside the building.
5. No fog or smoke effects shall be permitted without the express prior approval of fair management. If approved, such devices may incur additional clean-up costs.
6. The speed limit on the fairgrounds is 10 MPH. Remember, yours may not be the only event scheduled during the time of your event.
7. Do not drive or walk large animals on lawn areas.
8. No pets or other animals are allowed in restrooms.
9. Camping will be permitted only in designated areas (not allowed inside any building).
10. You are responsible to ensure public and vendors associated with your event are confined to the area of the event (not roaming the grounds).
11. Livestock will only be tied to approved devices.
12. No livestock, including horses, will be allowed on blacktop or lawn areas.
13. No permanent alterations to any of the grounds allowed (i.e., paint on parking lot, walls, etc.).
14. You are responsible for any damage to the fairgrounds that occurs during your event regardless of who caused it.
15. When your event is over:
 - A. Do pick up litter and sweep accessible areas.
 - B. Do wipe down tables and chairs.
 - C. Do remove all of your property from the facility within contract time frame.
 - D. Do turn off lights and lock building.
 - E. Do return keys to the fair office or authorized fair personnel (there is a drop slot at front of Fair Office building).

We feel that the rules above are necessary to maintain a functional and safe facility, keep rental costs reasonable, and promote a good relationship between the renter and fair management. If you have violated the above rules, you will be billed for repair of any damage. You will be presented a detailed invoice payable upon receipt.

INSURANCE REQUIREMENTS

Anyone that holds an event or is a vendor on the fairgrounds must have a general liability policy that shall be in effect throughout their occupancy of the fair premises, which shall be at least \$1,000,000 combined single limit \$2,000,000 aggregate including bodily injury, personal injury, and property damage. Rodeo events require at least \$3,000,000 combined single limit and \$5,000,000 aggregate.

The Certificate of Insurance must include the following language as additionally insured: *"The Lewis County Parks & Recreation Department, Southwest Washington Fairgrounds, & Lewis County, its officers, directors, agents and employees shall be named as primary, non-contributory, additionally insured."*

Address:

Lewis County Parks & Recreation
1909 South Gold Street
Centralia, WA, 98531

FAIRGROUNDS FACILITY CLEANING & USE POLICY

THIS POLICY APPLIES TO ALL RENTERS, Including but not limited to Private, 4-H, FFA Chapters, 501(c)(3) Organizations & Commercial Users.

Failure to comply with the cleaning and use policy will be cause for denial of future use.

- ✓ Trash emptied from building and restrooms and taken either off premises or to the pre-arranged dumpster.
- ✓ DO Not Leave any trash in the buildings (including bathrooms) & trash cans.
- ✓ Trash picked up and disposed of from the parking areas and around exterior of building.
- ✓ Bathroom toilets flushed.
- ✓ Properly wipe down and restore tables and chairs to racks
- ✓ Properly restore any other equipment used unless other arrangements are made with Fairgrounds staff
- ✓ Floors swept after use and spills mopped up
- ✓ All tape, string, etc. decorations must be removed from walls, windows, and all other fixtures.
- ✓ All decorations, artificial flowers, etc. must be removed from the buildings(s) and surrounding grounds.
- ✓ Complete check and document any damage or areas of concern with event coordinator/manager.
- ✓ Turn off heater & lock doors to buildings and any gates as previously directed.

A separate pre and post cleaning/damage inspection form required for kitchen rental.

Supply closet contains trash bags, mops, brooms, toilet paper, paper towels and cleaning supplies for lessee to use.

Lessee will be responsible for emptying trash throughout the building(s), mopping up any spills, sweeping floor and servicing restroom(s), including restocking empty paper product dispensers, plunging plugged toilets, etc. during the rental period.

A Cleaning/Damage deposit of \$500 is required at time of booking and will be refunded after event if cleanup is complete and no damage is incurred. If any cleaning is needed and or/damage exists and if the cleaning and/or damage exceeds deposit, cleaning and repairs will be made and renter will be charged accordingly. Deposit returns are processed within 30 days.

Report any problems or malfunctions with the buildings, equipment and restrooms to Event Coordinator/Manager Immediately.

Please comply with the policy so rental fees can be kept affordable for all current and future users.

A walk-thru will be arranged prior to and after rental period to establish building condition for deposit refund.

ALCOHOL ADDENDUM

No alcohol may be served, possessed or consumed by Customer or by any other person without the express, prior written consent of Fairgrounds.

FAIRGROUNDS and CUSTOMER hereby agree to this Alcohol Addendum to the Facility Use Agreement to permit the service, possession or consumption of Alcohol by CUSTOMER or CUSTOMER's guests.

General Terms

- The purpose of this addendum is to establish procedures for events where alcohol will be served.
- Alcohol may only be served in accordance with all applicable laws. Further, no keg beer or straight alcohol "shots" are permitted to be served at any rental event, AND the maximum length of any bar service for any event is 5 hours with all bar service ceasing 30 minutes prior to the scheduled conclusion of an event.
- Any alcohol-related problems or disturbances which are not satisfactorily resolved will cause the immediate forfeiture of the entire deposit.
- Alcoholic beverages are allowed only in _____ (designated area) only. Alcohol may not be consumed in restrooms or parking lots and may only be served and consumed during hours listed on the rental agreement.
- Alcohol may not be served to minors. Any violation of alcohol use policies may result in the closure of event. Any event at which alcohol is served requires an additional fee.
- Consumption of alcohol during an event without it being listed in the rental agreement will result in the forfeiture of deposit and possible early closure of the event. Security will be required and paid for in advance. No drinking of alcohol is permitted during clean-up. Any alcohol-related problems or disturbances, which are not satisfactorily resolved, will cause the immediate forfeiture of the entire deposit and possible early closure of the event. Otherwise, this deposit will be refunded in accordance with the guidelines stated in the Refund of Deposit.
- All guests are required to be able to provide a valid ID to be served. No one under the age of 21 will be served alcohol. Any guest providing alcohol to a minor (under the age 21) will be required to leave the grounds immediately.
- Beverages containing alcohol are not allowed to leave the premises and must stay inside the designated area.
- Anyone charging for or selling alcohol must be preapproved by Fairgrounds and must have a completed concessionaire agreement.

ALCOHOL ADDENDUM

Liquor Liability Insurance

The CUSTOMER must secure liquor liability insurance with a limit of no less than \$300,000; limits may be higher for some events. This policy is in addition to any general liability insurance required by FAIRGROUNDS PARK.

·Lewis County/Southwest Washington Fairgrounds shall be named certificate holder and "Lewis County, Southwest Washington Fairgrounds, their officers, directors, agents and employees shall be named as primary, non-contributory" and listed as additionally insured. Certificates will not be accepted if they do not include the additional insured exactly as stated.

·Address: Lewis County Parks & Recreation, 1909 South Gold Street, Centralia, WA 98531 The liquor liability certificate must be presented to and approved by the FAIRGROUNDS 15 days prior to the event.

Permits

Washington State Liquor Control Board Banquet Permit (WSLCB), Special Occasion Permit, or other licensing may also be required. Contact the WA State Liquor Control Board in Olympia at 360-664-1600 or visit their website. Permits can take up to 45 days to be issued. Apply Early!

Events serving alcohol in the Blue Pavilion are required to get a City of Chehalis event permit. Event permits can be downloaded at: http://ci.chehalis.wa.us/forms?field_microsite_tid=78

Security

Events serving alcohol on the Fairgrounds are required to provide security for the duration of the event. Client must submit proof of security (copy of signed contract with Security Company) 15 days prior to the event. Your event coordinator will determine factor as to how many officers must be present. The CUSTOMER is responsible for covering all costs of security coverage.

CUSTOMER:

LEWIS COUNTY PARKS & RECREATION:

DATE: _____

DATE: _____

EVENT SECURITY & EMT SERVICES

Events serving alcohol on the Fairgrounds are required to provide security for the duration of the event. Client must submit proof of security (copy of signed contract with Security Company) 15 days prior to the event. Your event coordinator will determine factor as to how many officers must be present. The CUSTOMER is responsible for covering all costs of security coverage.

The following security companies are ones that we have worked with at the Fairgrounds.

This is not an exclusive list, you may use any licensed security company for your event that is preapproved by your event coordinator.

Sphere Protection Group, Inc.
409 W Walnut St
Centralia, WA 98531
360-508-0378

Angel Security
Angel
253-255-9216

EMT Services

American Medical Response
Phone: 360.807.9289

Riverside Fire Authority - for any Grandstands Seating Events MUST also provide Firewatch Staff in Grandstands
Phone: (360) 736-3975

CAMPING AT FAIRGROUNDS PARK

Fairgrounds Park is a Recreational Campground ONLY, and does not permit long-term or residential camping.

**Campers who wish to stay for up to 14 nights must exit the grounds for a minimum of a week.*

Reservations: Fairgrounds campsite reservations can be made online at

www.southwestwashingtonfairgrounds.org/camping or by telephone at 360-740-1495.

Reservations are accepted on a first-come, first service basis.

We require credit card payment for your campsite be made at the time of the reservation.

**ID and credit care names must match.*

Your permit to camp at Fairgrounds Park will be issued to you at payment time.

RV CAMPING AREAS

- Green Campsites - 14 utility and All-season campsites + 40 "dry camping" / warm season sites - located at the south end of the Fairgrounds on the south side of the senior center building (Oak Grove).
- Blue Lot Campsites - 10 utility - All-season campsites - located directly outside of the South Gate (Blue Gate) of the Fairgrounds.
- White Fence Campsites - 8 utility / All-season campsites- centrally located on the south end of the midway. (Not available during midway events)
- Red Campsites - 18 utility / All-season campsites (old Drive-in Lot)
- Yellow Campsites - 64 utility / warm season + 10 "dry camping" / warm season sites - located at the west side of the Fairgrounds along the railroad tracks. (Bridle Acres)
- Orange West Campsites - 34 utility / warm season - located at the north end of the fairgrounds along the grandstand track. (Fair Meadows)
- Orange East Campsites - 10 utility spots / warm season - located beside the grandstand arena. (Infield)

RV CAMPING PRICES

Per Night with Utilities (Electricity & Water (seasonal) = \$30

Per Night No Utilities ("Dry Camping) - \$20

In some rare cases, water may be temporarily unavailable for campers. Weather may also require last minute cancellations.

CAMPING REGULATIONS

- Please park your RV in the correct space (backed in). In order for us to properly patrol and protect our guests, it is important we are aware of who is located in each campsite. 1 vehicle per campsite, permit is required.
- The vehicle parking permit (receipt) needs to be kept in the door window of the camper. Towing vehicle only can only be parked with the RV; the parking pass will not be good in any of the regular fairgrounds parking lots.
- To easily identify that the camper is in the correct site, the camping permit (receipt) needs to be put with your RV and in sight (possibly taped to the window) for the fairgrounds staff.
- Use of electrical cords or water hoses beyond your immediate campsite is prohibited.
- Due to the fairgrounds' limited power capacity, we ask that you curtail the use of air conditioning to 20 amps per site.
- We have no dump station onsite. We do not allow the dumping of any kind of waste onto the ground. There is a portable waste pumping service available for the guests and arrangements can be made at your expense by calling Goebel's Septic Service, (360) 736-2167. They require at least one day notice for service
- Please be considerate of your camping neighbors and keep noise to a minimum, especially in the early morning and late evening hours. Quiet hours are 10 PM – 7 AM
- Wood fires are not permitted on the fairgrounds. Gas fires are allowable, but subject to local laws and changes.
- Full Camping Regulations available at Fairgrounds Park office.

WHAT HAPPENS NEXT?

Contact our Event Coordination Team at 360-740-1495 to see if your date(s) are available. We will "hold" your dates for you subject to the policy below:

RESERVATIONS & HOLDS:

Reserved dates are considered confirmed once the CUSTOMER has signed the Facility Use AGREEMENT and FAIRGROUNDS has received payment of 10% of the facility rental fee.

Hold dates (i.e., dates for which a signed Facility Use AGREEMENT and 10% payment of rental fees have not been received) may be held for up to 10 days, after which time it becomes the responsibility of the CUSTOMER to renew the hold. Hold dates will not be released to another client during the 10-day period without prior notification of the CUSTOMER.

Prospective customers are permitted to **challenge a hold date**. In order to challenge a hold, the prospective customer is required to sign a Challenge Waiver and submit 50% of the estimated facility rental fees. Once the signed waiver and deposit has been received, the holding parties will be contacted and informed of the challenge. The holding CUSTOMER then has 24 hours to either confirm the date by signing the facility use AGREEMENT and paying the remaining 50% facility rental fee or release the date to the challenger.

EVENT PLANNING TIMELINE

- **Complete the Event Application.**
- Once the Event Application is processed and approved we will email you a contract and deposit. 10% is due to book your event. Balance of estimated rental fees is due within 60 days of your event date.
- **Review and sign the contract and pay the deposit** to secure your date(s).
- If you will be camping onsite (or your vendors/attendees) **make camping reservations** & provide this link for others: www.southwestwashingtonfairgrounds.org/camping
- **If alcohol** will be at the event complete the requirements on the Alcohol Addendum. Not all applications for Alcohol are approved.
- **If food/beverage** will be at your event work with your Event Coordinator to ensure all requirements met.
- Provide your assigned Event Coordinator/Manager with **copies of advertising** you are doing so we can support that advertising and have the information we need for when the public calls with questions.
- **45 days before** your event be sure to submit your event set up form.
- **60 days before** your event is the deadline for the balance of your estimated rental fees and Fairgrounds' receipt of your insurance policy.
- **15 days before** your event your \$500 (or more depending on the event) damage deposit is due.
- **Week of your event** - meet with your Event Coordinator/Manager to review all set up and event needs and arrange for key pick up date & time.
- **Move in day** - meet with your Event Coordinator/Manager to pick up keys and do walk around of assigned areas for check in.
- **During event** - Contact assigned Event Coordinator for any needs or adjustments.
- **At end of event** complete walk around of assigned area to document any issues or damage that came up and discuss any additional services added that you will be invoiced for after the event. Let your Event Coordinator know if you would like to book your next event.
- **Cancellation Details:** 5% fee if cancellation is 61 days prior to event. 25% fee if cancellation is 31 days prior to event. No refunds for cancellations that are less than 31 days before event date. **Some events may be subject to alternative Cancellation Agreements.*