What We Require from You

PRIOR TO YOUR EVENT:

FOR ALL EVENTS

- Event Application
- Signed Contract
- Refundable Damage Deposit ($500)
- Building Rental Fees & All Other Payments
- Signed Fairgrounds Rules
- Event Insurance Certificate
- Event Set-Up Form & Diagram (at least 45 days before event)
- Concessionaire Agreement Signed for any Food/Beverage being sold onsite.

EVENTS SERVING ALCOHOL:

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

- Signed Alcohol Addendum
- Liquor Liability Insurance
- Copy of Permit
  - Washington State Liquor Control Board Banquet Permit
    https://lcb.wa.gov/licensing/banquet-permits
- Proof of Security

AT THE CONCLUSION OF YOUR EVENT:

- Pick up litter and sweep accessible areas.
- Mop, as needed.
- Empty trash (take with you, unless you paid for refuse removal)
- Wipe down tables, if necessary.
- Restack chairs and tables on pallets (if applicable)
- Remove all your property from the facility within the contract timeframe.
- Turn off lights, heat, and lock building.
- Return keys to the Fair Office or key drop box at the Fair Office.