

## Private Event Requests

Please fill out the following form, attach a floor plan and return to the Facility Rental department **at least 6 weeks** prior to your event.

Event Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

*Name of person we should contact for more information*

Are you using a Caterer?  No  Yes, Catering provided by? \_\_\_\_\_

Will your party serve alcohol?  No  Yes, Alcohol service is provided by? \_\_\_\_\_

- Is the bar hosted or a cash bar?*  Hosted bar  Cash Bar
- What type of permit are you using?*  Special Occasions  Banquet Permit
- How are you obtaining your Permit?*  Through the caterer  
 Online (<http://liq.wa.gov/licensing/banquet-permits>)  
 Other \_\_\_\_\_

Will you need Drive in access? (for loading in and loading out)

- No  Yes (If yes, please fill out info below; *Include set-up, during event, and dismantle*)

	<u>Dates</u>	<u>Times</u>	<u>Gate</u>
<b>Load In:</b>	_____	_____	_____
<b>During Event:</b>	_____	_____	_____
<b>Load Out:</b>	_____	_____	_____

Who will actually do the set-up of equipment requested?  Fair staff  Your party

*If you would like the Fair to set-up any equipment on your behalf, you will **need to include a detailed floor plan with this form** (set-up and dismantle charges will apply).*

<b>Set-up:</b>	<u>Dates</u>	<u>Times</u>	<u>Who</u>
<i>(dates and times that event staff, decorator, DJ, etc. will set up)</i>	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

### Event Dates & Times:

<u>Date</u>	<u>Setup Time</u>	<u>Guests Arrival:</u>	<u>Event opens:</u>	<u>Event closes</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Who are you ordering linens through?** (refer to Rental Information form for colors and pricing)

Washington State Fair  Caterer  Bringing yourself  Other \_\_\_\_\_

**Equipment Needs –**

*We need a close count at least one month prior to your event. If you need to make minor increases a few days before the event you may do so (based on availability) by calling our office.*

\_\_\_\_\_ 8' Tables (seat 8)

\_\_\_\_\_ 6' Tables (seat 6)

\_\_\_\_\_ 60" Round Tables (dining events only, seat 8)

\_\_\_\_\_ Linens (**Tables:** 8', 60" round, or 6')

\_\_\_\_\_ Linen Overlays (54x54)

\_\_\_\_\_ Linen Napkins

\_\_\_\_\_ Chairs

\_\_\_\_\_ Electrical Drops - include floor plan. (Avg. 50 amp)

\_\_\_\_\_ Stage Risers (8x4 sections) Total Stage Size needed \_\_\_\_\_

\_\_\_\_\_ Cedar Dividers

\_\_\_\_\_ Curtain Color: **Include in your floor plan** (for dining events only; colors based on availability, white, silver, black, red, gold, blue, \*purple) \*very limited

**Audio Visual Requirements – Additional fees will apply**

\_\_\_\_\_ Screen

\_\_\_\_\_ Projector

\_\_\_\_\_ Microphone

\_\_\_\_\_ Speakers

\_\_\_\_\_ Event Technician (during event)

Other AV needs: \_\_\_\_\_

**Miscellaneous Requirements - Any special requests that are not covered above.**

**(special add-ons or upgrades)**

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DISCLAIMER: Any last minute changes are subject to additional charges and equipment is rented on an "as available" basis.