Grant County Fairgrounds
3953 Airway Dr NE
Moses Lake WA 98837-1029
(509) 765-3581
www.gcfairgrounds.com

2026 Important Information:

Your damage deposit will only be processed after an inspection of the grounds has taken place at the end of your event. The Balance of your Damage Deposit will be returned to you in the form of a check issued by the County within the thirty business days following your event.

You are responsible for your guests both inside and outside on the fairgrounds. Outside damage to buildings or flower beds will be deducted from your damage deposit.

Please sweep floors, gather trash in bathrooms and buildings used. Trash bags and barrels are provided. Please mop floors and make sure that kitchen counters, floors, stoves and refrigerators are clean.

You are responsible for the building and/or all rented areas. If it is unlocked and there is damage, you are responsible for it. If/when you leave please make sure to call the maintenance personnel on staff during business hours and/ or the security personnel for the building to be locked. On Sunday after clean-up please call maintenance so they can come down and do a final walk through of the rented areas.

Please do not adjust thermostats in buildings. They are set and not adjustable. Buildings will stay cooler if doors are not left open. Do not prop outside doors of bathroom area in 4-H building open as this will make the air system malfunction. The 4H, Commercial and Ag Building are all air-conditioned. The Huck Fuller has swamp coolers.

Thank you for choosing Grant County Fairgrounds for your event!

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Insurance Requirements

Proof of insurance must be provided through a current Certificate of Liability Insurance no later than 14 days prior to the date of each scheduled event.

Information for your agent:

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www.gcfairgrounds.com
jcmckiernan@grantcountywa.gov

Must have a minimum of:

$1,000,000 - Combined Single Limit (BI and PD)
$2,000,000 – General Aggregate
$1,000,000 - Products and Completed Operations Aggregate
$1,000,000 – Personal and Advertising Injury Limit
$1,000,000 – Each Occurrence Limit
$ 100,000 – Fire Damage Limit

If vehicles are involved in your event in addition to the above:

Automobile Liability
$1,000,000 – Combined single limit
$1,000,000 – Bodily injury per person
$1,000,000 – Bodily injury per accident
$1,000,000 – Property damage per accident

If alcohol is served at your event, in addition to the above:

Liquor Liability
$1,000,000 – Combined single limit
$1,000,000 – Bodily injury per person
$1,000,000 – Bodily injury per accident
$1,000,000 – Property damage per accident

The business/agency/person(s) conducting the activity shall be named as the insured on the policy, **and** the County of Grant and its employees, Grant County Fairgrounds and its employees shall be named additionally insured thereon.

Proof of insurance must be provided through a current Certificate of Liability due no later than 14 days prior to the scheduled event. Be sure to request the agent to send the Certificate of Liability to the Fairgrounds Office (our contact information shown above.)

Coverage may be on an occurrence form for the period of the event, including set-up and take-down. If your insurance provider cannot meet these requirements, you may contact any agent. See the example provided.

Banquet Permits Website: liq.wa.gov

Applying for a Banquet Permit Online

A banquet permit is a permit you apply for that allows the service and consumption of liquor at a private, invitation only banquet or gathering held in a public place or business. Examples include weddings, company banquets, retirement parties, and club, organization, or church events.

FAQ's and Information on Banquet Permits

- **What does the permit cost?**
  Banquet permits cost $10 per day for your event, so, a three-day events costs $30. Note that you will need an email address and a credit or debit card to complete this transaction. If you do not find the email with attachment in your inbox, please check your "junk" or "spam" folders before contacting WSLCB Licensing Customer Service Desk for support.
- **Important information about banquet permits** ○ All banquet permit sales are final ○ No refunds will be issued
  - Banquet permits are available to for-profit businesses, societies, organizations, and individual's ○ Retail liquor licensees may not obtain banquet permits
  - Attendance must be by invitation only
  - The event may not be open or advertised to the public
  - Liquor must be free of charge or brought by individuals attending the event. No separate or additional charge may be made for liquor, and donations cannot be accepted
  - The event cannot be for business promotions
  - Liquor must be purchased from a retail store at full retail price
  - Package deals are allowed that may include, for example, the cost of dinner, liquor and entertainment. To ensure participants receive an equal share, tickets exchangeable for drinks may be issued as part of the package price. No profit may be made from the packaged deals
  - Rental facilities or halls may require a banquet permit
  - You must obtain any required permits from your local authorities when you host an event in a public place
- **A banquet permit is *not* required when all of the following apply:**

  1. The event is hosted by an individual, not an organization or business entity
  2. Guests are not charged for admission, or anything provided at the function (e.g. ice, setup, food, hors d'oeuvres, etc.).
  3. "Charge" includes donations, dues, fees, or otherwise
  4. The event would normally be held in the individual's private home, but is so large that a separate facility is needed to accommodate it
  5. The facility where the event is held is closed to the public during the event and does not have a liquor license
  6. There is no business purpose for the event or any financial gain

- **What does the Liquor Control Board do with my banquet permit?**
  When you purchase your banquet permit online, an email copy of it is sent to your local liquor enforcement office. Officers can visit gatherings, so it is important that you sign and post a copy of your permit at the location where you will be serving the alcohol at your event.
- **Who do I contact with questions about banquet permits?**
  For questions, call the Licensing Customer Service desk at (360) 664-1600 (select option 1). In addition, if you need further assistance or computer access, the LCB has IPads in our lobby. A customer service specialist will be happy to assist you.

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Security Information

As our application states, a minimum of 2 guards for 4 hours is required and covers the first 200 guests. Rounding your anticipated guest total up to the nearest 100 people, one guard for each additional 100 guests is required. All guards start and finish at the same time and must be scheduled for the entire duration of the event. If the event goes more than 8 hours you will be required to also pay for "Relief" guards, see below.

Below is a chart to help you understand this policy.

Event attendance	# of Guards	Total Price for guards per hour
0-200	2	$110.00
201-300	3	$165.00
301-400	4	$220.00
401-500	5	$275.00

Note, the lead security guard will clearly be identified at the event and will introduce themselves to the signer of the building rental. Guards will begin their shift one hour prior to the event for introductions, setup, etc. They will also be the last one to leave the premises. You will be charged for any time past the planned end time for the security lead. Security will be sent home, by the lead, when they feel the event is over and the security of attendees can be assured.

The Security Lead will be the primary contact by the renter as well as the fairgrounds staff and/or law enforcement or emergency services.

They will monitor attendance levels and, if the crowd reaches the planned attendance level, will notify the renter that attendance will be limited when projected attendance levels are reached plus 20 attendees. i.e., a rental application says 100 people will attend. When 100 people have entered the event the lead will notify the renter. When 120 attendees have entered the lead will limit entry swapping two leaving for two coming in.

If the renter agrees to increase the attendance, then an additional security guard will be called in when the attendance reaches 30 over the plan if one is available. We cannot guarantee that a guard will be available on short notice. The renter will be charged the normal fee of $55 per hour. In some cases, there may not be another security person available at which time the event will be limited to 30 over their planned capacity.

If the security lead determines that they cannot assure the safety of attendees due to intoxication levels, violence, etc. then they will work with the renter to have the event shut down. At this time, they have the option of requesting law enforcement assistance. While our goal is a seamless event for you the State has issued a banquet permit to you for your event which ultimately makes you responsible if any alcohol-related issues occur up to and including the operation of a vehicle by an intoxicated guest. Our security staff is trained to identify any issues and make you aware of those issues and will help you deal with those issues in a calm and discreet way.

If an event goes past 8 hours, an additional guard may be brought in to provide breaks for the guards working the event. These "relief" guards will typically work an additional four-hour shift for which the renter will be billed.