



YAKIMA VALLEY  
**SUNDOME**  
**PROMOTERS GUIDE**  
**Rental Rates**

- Events:** \$3,500.00 minimum guarantee vs. 10% of gross ticket sales, whichever is greater, per performance.
- Deposit:** \$1,750.00 must be paid before tickets go on sale or contracts are signed.
- Ticketing:** \$500.00 minimum guarantee vs. 4% gross ticket sales with a cap of \$3,000.00 per event day.
- Additional Fees:** Move-in / Move-out Days.....\$1,750.00 per day  
 Cleaning fees.....\$500.00

**Parking:** The Fair Association reserves the right to collect parking revenue from all events. If a tenant desires to offer free parking to their patrons, the tenant may purchase the North Parking Lot for \$2,000.00 per day or if purchasing multiple days the rate will be reduced to \$1,800.00 per day.



Note: If the tenant buys out the parking lot, they cannot charge for parking

# Rental Application

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Prospective tenants are required to complete a Rental Application. This form is included in the rental packet and also available on-line. On-line application must be printed off and mailed or faxed to the following address:

Greg Lybeck  
Assistant General Manager  
Central Washington Fair Association  
1301 S. Fair Ave.  
Yakima, Washington 98901

Phone: (509) 248-7160 Fax #: (509) 248-8093

Email Address: [Events@FairFun.com](mailto:Events@FairFun.com)

Upon return of the completed Rental Application, Yakima Valley SunDome Management will review the application and make a decision on the event requested. Decisions will be based on:

- Comparison to other event applications
- Event feasibility
- Applicant's previous event experience and capabilities
- Applicant's financial capabilities
- Availability of requested dates

Download Rental Application:  
[Rental Application.doc](#)  
[Rental Application.pdf](#)

Note: Submittal of a Rental Application does not guarantee a date.



# Insurance Requirements

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The tenant at its own cost and expense, agrees to provide the Sun Dome with a Commercial General Liability Insurance Policy with limits in the following amounts:

**Arena Event:**

- \$1 Million per occurrence
- \$1 Million annual aggregate

**This insurance policy shall include, but not limited to; all of the usual coverage commonly referred to by the insurance industry as:**

- Premises/Operations Liability.
- Products/Completed Operations Liability.
- Blanket Contractual Liability.
- Personal Injury Liability, including coverage's A, B, and C.
- Automobile Liability, including coverage for owned, non-owned, leased, hired, or borrowed vehicles.



**The insurance policy shall:**

- Name the Central Washington State Fair Association, its officers, agents, employees, and the board of Yakima County Commissioners, as Additional Insurance.
- State that it is primary insurance on behalf of the association, regardless of what other insurance the Association may maintain.
- Include a "Cross Liability" (severability of interest) clause.
- Provide the Association with not less than thirty (30) days advance written notice of any termination of or material changes to the policy. This policy must be maintained to cover occupancy of the Sun Dome's facilities including move-in and move-out activities.

For more details regarding insurance requirements, Please contact Events Manager at (509) 248-7160.

# Challenge Policy

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If a prospective client wants to confirm a date but is already on hold by another party, the following process will take place:

*The client with the first hold will be contacted and allowed forty-eight (48) hours to confirm or release the date. If the client with the first hold decides to confirm the date, the first-hold client will be given forty-eight hours to sign and return a Rental Agreement along with the applicable deposit.*

Should a client be successful in securing a challenged hold, the client will be given forty-eight (48) hours to sign and return a Rental Agreement along with the applicable deposit



## Contract Execution

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- All arrangements are considered to be tentative until a contract has been fully executed and returned.
- Two (2) copies of the contract will be mailed approximately six months prior to the event. Both copies must be signed and returned (an executed copy will be returned for the tenant's files), at which time, a 50% non-refundable deposit of the minimum daily rental rate is due.
- If determined appropriate, additional rental deposits may be required by management to cover balance of minimal rental fee, estimated staffing, equipment and technical services expenses.
- Upon execution of a rental agreement, the event is assigned to the Event Manager, who will be responsible for all operational details of the event from move-in event performance, to move-out.
- After meeting with the licensee, the Event Manager will prepare an itemized cost estimate of reimbursable expenses that the tenant will be financially responsible for at the time of settlement.
- Further, should the agreement reflect any deviation from the Association's published rates, such deviation shall not be valid or enforceable unless signed by the Association's President and General Manager.

## Settlement

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Settlement date to be determined by Yakima Valley Sun Dome Management. The tenant will be responsible for setting all outstanding facility expenses. The settlement will take place at the offices of the Yakima Valley Sun Dome.

In the settlement the tenant will be presented with documented facility expenses to include, but not be limited to:

- Rent Balance.
- Ticketing Expenses.
- Reimbursable Expenses.
- Taxes (if applicable).
- Catering Expenses (if applicable).

Any outstanding expenses will be deducted from gross ticket sales at the time of settlement. In the event ticket proceeds do not equal the expenses due or if the event is not a gate admission event, the tenant shall be responsible to pay the amount in full seven days in advance of the event.

## Business License and Taxes

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Washington State sales/excise tax must be collected and remitted by all tenants and by those vendors who participate in the event. Contact the Washington State Department of Revenue; 1714 South 16<sup>th</sup> Avenue; Yakima, WA 98901 or call (509) 575-2783.

The Central Washington State Fairgrounds are located in the county and Yakima County does not have additional licensing requirements.

If tenant or participant in tenant's event shall be handling any food products; i.e., food demonstration booths, they shall be required to obtain an Itinerant Food License from the Yakima Health District; 104 North First Street; Yakima, WA 98901 or call (509) 575- 4265.



# Building Services

## Electrical Power

For concerts the distance from North end wall to the Arena is 5 feet from upstage center.

Service 1	600 amps	North Center	Upstage/20'
Service 2	.150 amps	West End	Upstage/5'
Service 3	.150 amps	East End	Upstage/5'
Service4	.1200 amps	Upstage Left	200'
Service5	.200 amps	Stage Left	100'

All services are 3-phase (3 hots, ground and neutral.) All wiring and cables must be IAW NEC.

### SPOTLIGHTS:

4 - Lycian 2.5: two (2) spotlights D.S. Center, one (1) stage left, one (1) stage right.

*Note:* Spotlights are not movable due to power requirements.



### STAGING:

House stage, stage right, 60'w x 40'd. Numerous stage size configurations are possible. Ask the Events Manager for various size options.

## Electrical Rates

### Duplex Electrical Outlet - 110 Volt

	Pre-Paid Advance Order	Floor Order
500 Watt or 5 amps	\$43.75	\$50.00
1000 Watt or 10 amp	\$57.00	\$65.50
1500 Watt or 15 amp	\$70.00	\$80.50
2000 Watt or 20 amp	\$83.00	\$95.50

### Single Electrical Outlets - 208 Volts / Single Outlet

10 amps, ½ HP or less	\$65.00	\$88.50
15 amps, 1 HP or less	\$78.00	\$112.00
20 amps, 1 ½ or less	\$88.50	\$127.50
30 amps, 2 HP or less	\$114.50	\$164.00
40 amps, 3 HP or less	\$130.00	\$172.00
50 amps, 4 HP or less	\$145.50	\$192.50
60 amps, 5 HP or less	\$161.00	\$212.00



**Single Electrical Outlets 208 Volt / Three Phase**

10 amps, ½ HP or less	\$82.00	\$117.00
15 amps, 1 Hp or less	\$95.00	\$136.50
20 amps, 1 ½ or less	\$110.50	\$147.00
30 amps, 2 Hp or less	\$147.00	\$195.00
40 amps, 3 HP or less	\$166.50	\$221.00
50 amps, 4 HP or less	\$192.50	\$253.50
60 amps, 5 HP or less	\$218.50	\$292.50

*NOTE: 50% additional charge for dedicated circuit(s) and or uninterrupted service.*

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**Parking**

**PARKING LOT POLICIES**

1. No in/out parking privilege unless authorized in advance by SunDome Management.
2. No overnight parking allowed unless related to event activities and approved in advance by SunDome Management.
3. **No solicitation activities allowed in parking lots** (e.g., distribution of flyers, sale of products, advertising sale of vehicles, etc.).
4. No consumption of alcoholic beverages in parked vehicles.
5. No free event parking allowed unless proper parking credential displayed to attendant or pre-authorized by SunDome Management.
6. No tailgate parties or similar activities allowed.

**PUBLIC PARKING**

The SunDome has five public parking lots located around the perimeter of the facility. The lots are designated by location. Disabled parking is available in the Gold, North, South and Bear lots. Parking capacity for each lot is:

Gold Lot	180
Bears Lot	400
North Lot	1,126
South Lot	180
East Lot	279

**TOTAL PARKING:** 2,165

**PARKING CHARGES**

The SunDome shall be responsible for all parking lot operations and retain all revenues collected. The following charges apply to vehicle parking:

Cars	\$7.00 per stall
With Electric and Water Hook-Up	\$22.00 per night
Dry Camping	\$17.00 per night



## BUS PARKING

**Buses and Oversized Vehicles (20' or more)** can be accommodated only in the Bears Lot. The cost is \$14.00/bus for event parking (2 stalls). Vehicles pay for the number of stalls that they occupy.

**Bus Load / Unload No Parking Zones** are located in the Transit Lot.

**Entertainer Buses Parking** shore power 2 /240 v – 50 amp and 1/120 v - 30 amp service available on the east side of the SunDome.

## RECREATIONAL VEHICLE PARKING

The SunDome has parking available for 200 recreational vehicles located in the RV park just Southeast of the SunDome. Electrical and water hookups are available.

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### Fire Prevention and Public Safety Requirements

**PLANS:** Sixty (60) days prior to your event, two (2) complete floor plans are to be provided to the SunDome Management. Where appropriate, the SunDome Management will submit these plans to the Yakima County Fire Marshal for approval.

Scaled floor plans for trade / exhibit - type shows must be submitted to the SunDome Management a minimum of thirty (30) days before movein. Where appropriate, the SunDome Management will submit these plans to the Yakima County Fire Marshal for approval. Scaled floor plan diagrams and approved seating charts are available from your Event manager.

### OBSTRUCTIONS:

- Aisles must be maintained clear and unobstructed and main aisles must lead directly to the main building exits.
- Exits must be maintained clear and unobstructed and clearly signed.
- Fire lanes must be maintained clear and unobstructed and adequate. Security personnel will be required to control vehicular traffic in these areas.
- Uniformed fire department personnel may be required, at your expense, to act as fireguards, as directed by the Fire Marshal.
- Fire extinguishers may be required, at tenants expense, depending on the type of show.
- No helium balloons, open flames, or propane will be allowed or used in Associations buildings.

## Business Services

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### RIGGING

The SunDome has a suspended bull dog grid at the North end of the Arena. The grid is made up of aluminum components. The grid is 80' wide and 60' deep. The first 20' downstage width is 100'. The assembled truss is capable of supporting a dispersed load of 80,000 pounds and single point loads in excess of 3,000 pounds on the rigging point throughout the truss. Where the grid is suspended from existing inserts at 8'0" OC in the arch ribs the average load applied to the bolts in these inserts shall not exceed 3000lbs. Nor shall any one bolt be loaded in excess of 5,000lbs. [See Rigging Diagram](#)

NOTE: For those events that will not be staged under the grid, a crane and crane operator will be required to rig the show.

For further information regarding the grid and show rigging contact the Events Manger at (509) 248-7160, ext. 105.



## Equipment Rental

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Spotlight w/ out operator	\$75.00/day
Forklift w/ operator	\$30.00/hr (1 hour minimum)
Tractor w/ operator	\$200.00/event
Sani-Can (each)	\$75.00/event
Eight or Six foot table (each)	\$6.00/day
Round Banquet Table (each)	\$6.00/day
Chair	\$1.00/day
Wireless Microphone	\$35.00 /event
Two-way radio (each)	\$25.00/event
Stage (per deck)	\$10.00/event
Risers - 3'x 8' (each)	\$10.00/event
Barricade - Metal (each)	\$5.00/event
Basketball floor/hoop set-up	\$1000.00/event
Rodeo Equipment	\$ 500.00/event
Dirt (Set-up & Cleanup not included)	\$500.00/event
HVAC Filter	\$300.00/event
Towels	\$25.00/dozen
Photo Copies	\$0.25/each
Faxes: First Sheet	\$2.50/each
Additional Sheets	\$1.00/each
Crane & Operator	Actual Cost
Dumpsters	Actual Cost
Compactor	Actual Cost
Electrical Inspection Fee	Actual Cost
Sound System	

- Rental Rates \$250.00
- Includes mixer, amplifier, speakers and two microphones. This system is best suited for seminars, meetings, choir, press conferences and banquets.

*Note: All technical service rates are subject to change without advance notice.*

The Association does not collect Washington State Sales tax on building rentals or services. All tenants must be registered with the Washington State Department of Revenue and display a valid certificate of registration.

## Locker/Dressing Room Facilities

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The Yakima Valley SunDome provides a total of ten (10) locker/dressing rooms and offices, along with a VIP room and Guest/Media Lounge. While these rooms are not furnished, furniture is available upon request.

<b>Event Level NW Side</b>	Performer Dressing Room 1	605 sq. ft
	Performer Dressing Room 2	605 sq. ft
<b>Event Level North Side</b>	Performer Dressing Room 3	1,000 sq. ft
	Performer Dressing Room 4	652 sq. ft
	Performer Dressing Room 5	652 sq. ft
	Performer Dressing Room 6	1,000 sq. ft
<b>Event Level South Side</b>	Performer Dressing Room 7	621 sq. ft
	Performer Dressing Room 8	575 sq. ft
	Performer Dressing Room 9	575 sq. ft
	Performer Dressing Room 10	621 sq. ft
	South Production Office	169 sq. ft
	North Production Office	130 sq. ft
<b>Upper East Concourse</b>	VIP Room	1,540 sq. ft
	Guest / Media Lounge	644 sq. ft



# Personnel Rate Schedule

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Event Supervisor	\$20.00/hr
Event Service Rep.	\$20.00/hr
Event Security	\$18.00/hr
Position Supervisor	\$18.25/hr
Ticket Takers	\$17.25/hr
Ticket Sellers	\$17.00/hr
Ushers	\$17.25/hr
Event Staff	\$17.00/hr
Sheriff Department	Prevailing Rates

## Event Personnel (minimum call: Four (4) Hours)

Electrician	Flat Rate
Paramedics	Flat Rate
Set up/ Tear down	\$17.00/hr
Switchboard Operator	\$17.00/hr

**Note:** All Personnel service rates are subject to change without advance notice

# Yakima Market Area

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Spread out across the shadows of the Cascade Mountain Range, the Yakima Valley contains over 4,000 miles of endless activity and some of the world's finest agricultural land.

Blessed annually with 300 days of sunshine, the Yakima Valley offers something for everyone. As evidenced by it's growing population, the Yakima Valley offers a quality of life that's hard to equal. As a visitor or a resident, you'll enjoy the warmth generated by a land rich in quality.

Yakima is less than 200 miles from the metropolitan areas of Seattle, Portland, and Spokane, which allows events to attract visitors from throughout the Northwest, not to mention the 210,000 people in Yakima County.

Boise, ID	343 miles
Portland, OR	185 miles
Seattle, WA	145 miles
Spokane, WA	200 miles
Vancouver, BC	262 miles

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**Central Washington Fair Association  
YAKIMA VALLEY SUNDOME  
RENTAL APPLICATION**

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BANK & CREDIT REFERENCES:

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Name	Phone	Account No.
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Name	Phone	Account No.
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Name	Phone	Account No.
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REFERENCES WITHIN INDUSTRY:

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Name	Phone	Account No.
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Name	Phone	Account No.
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Name	Phone	Account No.
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PREVIOUS PROMOTIONS:

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Name	Contact Name	Phone
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Name	Contact Name	Phone
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Name	Contact Name	Phone
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