

KITTITAS VALLEY EVENT CENTER POLICY AND REDUCTION RATE FOR COUNTY RESERVATIONS

Kittitas Valley Event Center (KVEC) successfully rents out various facilities, with different levels of accommodation and corresponding fee rates, throughout the year for public and private events, with the revenue benefitting the KVEC. KVEC has experienced a surge in reservations in recent years and in an effort to continue to build upon such necessary income generating business while still accommodating Kittitas County Departments' event space needs, has adopted the following required procedures and reduction rate for event space reservations by a Kittitas County Department:

1) KVEC EVENT RESERVATIONS - STANDARD RATE

A Kittitas County Department is welcome to reserve space at KVEC at any time, subject to availability, at the standard rental rate charged to all other entities - See current fee schedule for applicable rates.

2) KVEC EVENT RESERVATIONS – REDUCED RATE

A Kittitas County Department may benefit from a reduced rate for reservations at KVEC, subject to availability, when the following conditions are met:

- a. The requesting department is able to prove that all other venue options have been exhausted and KVEC is the venue of last resort.
- b. The requesting department must book their reservation through KVEC's online system or by calling the KVEC office. Informal requests will not be honored.
- c. The requesting department shall wait for confirmation of their reservation from KVEC prior to sending out any communication to event/meeting attendees.
- d. The requesting department understands that KVEC resources may not be available for last minute reservations.
- e. The requesting department understands that KVEC reserves the right to schedule the reduced rate reservation in the location of their choosing.

3) REDUCTION RATE

- a. County Public:
 - i. Discount rates – 100% of room space, 100% of other paid amenities, 50% of personnel.
 - ii. Examples include: public hearings and open houses
- b. County Internal:
 - i. Discount rates – 70% of room space, 50% of other paid amenities, 0% of personnel

- ii. Examples include: IT trainings for County staff, boards and commissions (public lands advisory committee, fair board, etc)
- c. County External:
 - i. Discount rates – 20% of room space, 0% of other paid amenities, 0% of personnel
 - ii. County department events which include external audiences or attendees.
 - iii. For example: a meeting of the WA State Association of County Treasurers or Risk Pool trainings – e.g. having a trainer come to train KC employees and inviting outside participants
- d. County Membership or Association
 - i. Discount rates – 20% of room space, 0% of other paid amenities, 0% of personnel
 - ii. Examples include: when Kittitas County is a member of a larger group (ie: Yakima Basin Integrated Plan)
- e. County Other and Goodwill
 - i. Discount rates - 20% of room space, 0% of other paid amenities, 0% of personnel
 - ii. The catch-all category for events or meetings that don't fit other categories