

NORTH FLORIDA FAIR ASSOCIATION

FACILITIES RENTAL RATES WORKSHEET and INFORMATION

GROUNDS & BUILDINGS

Grounds Front Lot	_____ days @ \$1,000.00 PER DAY	= _____
Grounds Tram, Concourse, etc.	_____ days @ \$1,000.00 PER DAY/PER LOT	= _____
Entire Fairgrounds	_____ days @ \$15,000.00 PER DAY	= _____
Building #1 (Green Room)	_____ days @ \$700.00 PER DAY	= _____
Building #2	_____ days @ \$1,000.00 PER DAY	= _____
Building #4	_____ days @ \$900.00 PER DAY	= _____
Buildings #6, #7, #9	_____ days @ \$700.00 PER BLDG/PER DAY	= _____
Parties serving alcohol (any bldg.)	_____ days @ \$2,500.00 PER BLDG/PER DAY	= _____
Permanent Food Booth	_____ days @ \$100.00 PER BOOTH/PER DAY	= _____
Information Booth	_____ days @ \$100.00 PER DAY	= _____

EQUIPMENT charged per event

Tables*	_____ @ \$6.00 PER TABLE	= _____
Chairs*	_____ @ \$1.00 PER CHAIR	= _____
Public Address System*	_____ @ \$35.00 PER UNIT	= _____
Modular Stage 8-8ft. sections*	_____ @ \$15.00 PER SECTION	= _____
NEW! Communication Radios	_____ @ \$10.00 PER RADIO/PER EVENT	= _____
Indoor/Outdoor Stage (24' x 24 X 2')	_____ @ \$350.00 PER EVENT	= _____
Digital Marquee	_____ @ \$200.00 PER 5 DAYS	= _____
Bleachers (10 Sets available)	_____ @ \$100.00 PER SET	= _____
Temporary Lighting	_____ @ \$200.00 PER STAND	= _____
Ticket Booths	_____ @ \$100.00 PER BOOTH	= _____
Picnic Tables	_____ @ \$12.00 EACH	= _____
Stanchions	_____ @ \$ 1.00 EACH	= _____
Barricades	_____ @ \$ 3.00 EACH	= _____

* (indoors only)

MISCELLANEOUS

Food Vendors	_____ @ \$50.00 PER DAY/PER VENDOR	= _____
R.V. Trailer Parking	_____ @ \$22.00 PER NIGHT	= _____
Advance Use of Facilities	_____ @ \$50.00 PER HOUR	= _____
(Up to 4 hours only, beyond 4 hours is considered a full day's rental)		
Minimum Trash Fee \$40.00 PER TRIP		= _____

NEW! 20' x 20' Marquee Style Tent (set up and taken down by Fair Staff only)

Without Walls

1 day	\$200.00 per day	= _____
Weekend	\$300.00 per event	= _____
5-7 days	\$700.00 per event	= _____

With Walls

1 day	\$250.00 per day	= _____
Weekend	\$350.00 per event	= _____
5-7 days	\$750.00 per event	= _____

ADDITIONAL FEES

Each event is subject to an additional usage fee to be determined by the Fair Staff based upon anticipated attendance and nature of the event. Not to exceed \$100.00 per day.

Any after hours services performed by Fair Staff beyond normal and customary maintenance and/or emergency repairs will be charged at the rate of \$20.00 per hour/per incident with a 1 hour minimum for each employee involved. Additional electrician services requested once a rental begins will be charged at a rate of \$30.00 per hour/per incident.

These fees will be deducted from your security deposit.

For damages and excess clean-up from your event, deductions will be taken from your security deposit, as deemed necessary by Fair Management.

Back-to-Back rental – The cost of re-setting of a building overnight will be charged to the renting party that creates the need. Our standard procedure is to reset during normal work hours on the next regular workday. We will charge a flat \$200.00 fee for this activity.

INSURANCE REQUIREMENTS

All users of the North Florida Fair Association property must provide a certificate of insurance for \$1,000,000 General Liability coverage (for alcoholic beverage sales, users must also provide Liquor Liability insurance). All certificates of insurance must name the North Florida Fair Association and the Leon County Board of Commissioners as Additional Insureds.

PAYMENT

The refundable security deposit is due at the time of booking. (Security Deposit amount will range from \$500.00-\$5,000.00 depending upon event.) Payment of rental fees is due no later thirty days from date of event. Failure to pay rental fees by the deadline may constitute late fees being charged at a rate of 2% of the total rental fees per day. If initial booking is made within 30 days of event, the total amount will be due at time of agreement signing.

CANCELLATIONS

If your event is cancelled prior to final payment and another renter is contracted to take your cancelled date, 50% of your security deposit will be retained by the Fair. Should your event cancel prior to final payment and another renter is not contracted to take your cancelled date, 100% of your security deposit will be retained by the Fair. If your event is cancelled within 30 days of taking place with fees and security deposit in-house, 100% of the security deposit will be refunded, less any administrative fees and 100% of your rental fees will be retained by the Fair. If the event is cancelled within 30 days and another date is chosen, a \$250.00 rescheduling fee will be assessed from the security deposit.

SECURITY

For events serving alcohol, security must be contracted through Investigator George Creamer of the Tallahassee Police Department. He may be reached at the following numbers: 850-891-4291 or 850-445-6446. A temporary permit from the State of Florida may be required as well. For alcoholic events for over 500 patrons, professional security will be required in addition to TPD. In some instances, Leon County Sheriff's Deputies may be contracted by Licensee. Determination of security agency is decided by Fair Management, depending upon the nature of the event

EQUIPMENT SET-UP

The Fair Association will provide and set up chairs and tables for the use of the Licensee for a nominal fee. Licensee must submit a sheet, detailing the set-up, to the Fair Association office fifteen (15) working days prior to the event. If the set-up has not been received 7 days prior to the rental, the equipment purchased will be placed in the building and Licensee will be responsible for their own set-up and take-down.

ACCEPTABLE FORMS OF PAYMENT:

CASH

CASHIER'S CHECK OR MONEY ORDER

PERSONAL OR BUSINESS CHECKS ACCEPTED ON A CASE-BY-CASE BASIS

(If payment is within 30 days of event, only cash, cashier's check or money order will be accepted)

THESE RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

IMPORTANT

Your agreement sets prices and terms to be fulfilled. Read it carefully and ask for clarification if needed. Fair Management reserves the final right to interpretation and levying of fees.