

NORTH FLORIDA FAIR ASSOCIATION

FACILITIES / EQUIPMENT RENTAL RATES and INFORMATION

GROUNDS & BUILDINGS

Ground Lots	_____ days from	\$1,100.00 PER DAY/PER LOT	= _____
(North Front, South Front, Concourse, NE, SE, A, B, Tram, etc.)			
Building #1 (Fans)	_____ days from	\$700.00 PER DAY	= _____
Building #2 (H/A & Serving Kitchen)	_____ days from	\$1,200.00 PER DAY	= _____
Building #3	_____ days from	\$700.00 PER DAY	= _____
Building #4 (H/A)	_____ days from	\$1,100.00 PER DAY	= _____
Building #6 (Fans)	_____ days from	\$700.00 PER BLDG/PER DAY	= _____
Building #7 (Screened Ventilation)	_____ days from	\$700.00 PER BLDG/PER DAY	= _____
Entire Fairgrounds	_____ days from	\$15,750.00 PER DAY	= _____
Ticketed Event (Building or Lot)	_____ days from	\$1,500.00 PER DAY	= _____
Event serving Alcohol (Building or Lot)	_____ days from	\$3,150.00 PER DAY	= _____
Permanent Food Booth (10 available)	_____ @	\$100.00 PER BOOTH/PER DAY	= _____
Information Booth	_____ @	\$100.00 PER EVENT	= _____

EQUIPMENT

Tables (8' Rectangular - 200 available)	_____ @	\$7.00 PER TABLE	= _____
Chairs (approx. 1250 available)	_____ @	\$2.50 PER CHAIR	= _____
Modular Stage (8) 4'x8' sections w/steps	_____ @	\$20.00 PER SECTION	= _____
Indoor/Outdoor Stage (30' x 12' x 33")	_____ @	\$200.00 PER EVENT	= _____
Indoor/Outdoor Stage (30' x 12' x 33")	_____ @	\$500.00 PER EVENT-(<i>roof, walls, lighting</i>)	= _____
Digital Marquee	_____ @	\$200.00 PER 5 DAYS	= _____
Portable Marquee	_____ @	\$150.00 PER EVENT	= _____
Bleachers (3 tier / 21') (16 Sets avail.)	_____ @	\$100.00 PER SET	= _____
Bleachers (10 tier w/rails / 27') (4 Sets avail)	_____ @	\$350.00 PER SET	= _____
Lift Gates with Stop Signs	_____ @	\$25.00 EACH/PER EVENT	= _____
Temporary Lighting (10 Stands available)	_____ @	\$200.00 PER STAND	= _____
Ticket Booths	_____ @	\$100.00 PER BOOTH	= _____
Picnic Tables (10 plastic folding)	_____ @	\$12.00 EACH	= _____
Stanchions	_____ @	\$3.00 EACH	= _____
Partitions (20') (9 available)	_____ @	\$75.00 EACH	= _____
Barricades (approx. 50 available)	_____ @	\$7.50 EACH	= _____
Podium	_____ @	\$50.00 PER EVENT	= _____

MISCELLANEOUS

ICE 20# Bag	_____ @	\$4.00 EACH	= _____
Food and/or Beverage Vendors	_____ @	\$50.00 PER DAY/PER VENDOR	= _____
R.V. / Stock Truck Parking (water & elect.)	_____ @	\$35.00 PER NIGHT	= _____
*Advance Use of Facilities/Building	_____ hrs@	\$50.00 PER HOUR - (Up to 4 Hours ONLY)	= _____
*Use of A/C or Heat during move in/out	_____ hrs@	\$50.00 PER HOUR - (Up to 4 Hours ONLY)	= _____
*(Beyond 4 hours is considered a full day's rental)			

Trash Disposal Fee - Minimum \$40.00 PER TRIP
The NFFA reserves the right to require the licensee to provide their own dumpster.

TOTAL: = _____

DEPOSIT & RENTAL FEES SCHEDULE

The refundable Security/Damage Deposit is due at the time of booking. (Deposit amount will range from \$500.00-\$5,000.00 depending upon event.) Payment of rental fees is due no later than 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.

ADDITIONAL FEES

Each event is subject to an additional usage fee to be determined by the Fair Management 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 electrical 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.

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, or any portion of equipment/space 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.

INSURANCE REQUIREMENTS - *(COI is due (20) working days prior to the event)*

All users of the North Florida Fair Association property must provide a Certificate of Insurance for \$1,000,000 General Liability coverage. Events with Alcoholic, Host or Retail Liquor Liability Insurance is also required.

The *Insured named* on the certificate must match the *Licensee named* on the Agreement.

Certificates of insurance must name separately, the North Florida Fair Association, Inc., 441 E. Paul Russell Rd., Tall., FL 32301 and the Leon County Board of County Commissioners, 301 S. Monroe St., Tall., FL 32301 as Additional Insureds. A signed Hold Harmless Agreement is also required.

SECURITY

The Fair Association reserves the right to require security for any event.

For all events with alcohol, it is the responsibility of the Licensee to arrange for the required security with the Tallahassee Police Department at the direction of the North Florida Fair Association. A temporary permit from the State of Florida may be required as well. For alcoholic events with over 500 patrons, professional security will be required in addition to TPD. Determination of the security agency is decided by Fair Management, depending upon the nature of the event.

FOOD AND/OR BEVERAGE VENDORS

Licensee will be charged \$50.00 per day for each vendor at their event.

The number of vendors must be provided prior to the event. Payment can be made from the deposit or prior to event. All vendors must serve **Pepsi products only**, including Aquafina water. Failure to do so may result in the loss of total deposit.

BACK-TO-BACK RENTAL

The cost of the 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.

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 provide a detailed set-up sheet to the Fair Association office fifteen (20) working days prior to the event. If the set-up is not received by the deadline, the equipment rented will be placed in the building and Licensee will be responsible for their own set-up and take-down.

**All pricing is subject to change. The Fair Association reserves the right to cancel any rental for any reason.
Refunding of any monies paid will be at the discretion of the Fair Management.**