

# NORTH FLORIDA FAIR ASSOCIATION

## FACILITIES / EQUIPMENT RENTAL RATES WORKSHEET and INFORMATION

### GROUNDS & BUILDINGS

Grounds Front Lot	_____	days from \$1,050.00 PER DAY	= _____
Grounds Tram, Concourse, etc.	_____	days from \$1,050.00 PER DAY/PER LOT	= _____
Entire Fairgrounds	_____	days from \$15,750.00 PER DAY	= _____
Building #1 (Fans)	_____	days from \$735.00 PER DAY	= _____
Building #2 (H/A & Serving Kitchen)	_____	days from \$1,155.00 PER DAY	= _____
Building #3	_____	days from \$735.00 PER DAY	= _____
Building #4 (H/A)	_____	days from \$1,050.00 PER DAY	= _____
Building #6 (Fans)	_____	days from \$735.00 PER BLDG/PER DAY	= _____
Building #7 (Screened Ventilation)	_____	days from \$735.00 PER BLDG/PER DAY	= _____
Parties serving alcohol (any building)	_____	days from \$3,150.00 PER BLDG/PER DAY	= _____
Permanent Food Booth (10 available)	_____ @	\$100.00 PER BOOTH/PER EVENT	= _____
Information Booth	_____ @	\$100.00 PER EVENT	= _____

### EQUIPMENT

Tables (8' Rectangular - 200 available)	_____ @	\$7.00 PER TABLE	= _____
Chairs (approx. 1200 available)	_____ @	\$2.50 PER CHAIR	= _____
Public Address System	_____ @	\$50.00 PER UNIT	= _____
Modular Stage (8) 4'x8' sections w/steps	_____ @	\$20.00 PER SECTION	= _____
Indoor/Outdoor Stage (30' x 12' x 33")	_____ @	\$200.00 PER EVENT- <b>(indoor)</b>	= _____
Indoor/Outdoor Stage (30' x 12' x 33")	_____ @	\$500.00 PER EVENT- <b>(roof, walls, lighting)</b>	= _____
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 avail.)	_____ @	\$200.00 PER STAND	= _____
Ticket Booths	_____ @	\$100.00 PER BOOTH	= _____
Picnic Tables (10 plastic folding)	_____ @	\$12.00 EACH	= _____
Stanchions	_____ @	\$3.00 EACH	= _____
Barricades (approx. 50 avail.)	_____ @	\$7.50 EACH	= _____

### 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.)	_____ @	\$30.00 PER NIGHT	= _____
*Advance Use of Facilities	_____ hrs@	\$50.00 PER HOUR - <b>(Up to 4 Hours Only)</b>	= _____
<b>*(Beyond 4 hours is considered a full day's rental)</b>			

Minimum Trash Fee \$40.00 PER TRIP

### TENTS - (set-up and taken down by Fair Staff Only)

10' x 10' - (3 available)	_____ @	\$200.00 EACH	= _____
20' x 20' Marquee Style - (5 available)			
without walls	_____ @	\$235.00 EACH	= _____
with walls	_____ @	\$285.00 EACH	= _____
30' x 30' - (2 available)			
without walls	_____ @	\$350.00 EACH	= _____
with walls	_____ @	\$400.00 EACH	= _____

**TOTAL:** = \_\_\_\_\_

## **DEPOSIT & RENTAL FEES SCHEDULE**

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 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 3% 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 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 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.

**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.

## **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). Certificates of insurance must name the North Florida Fair Association, 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**

For events serving or selling alcohol, security must be contracted through Sgt. George Creamer of the Tallahassee Police Department. He may be reached at the following number: (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. 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 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.**