



Putnam County Fair Authority, Inc.
 118 Fairgrounds Rd. / PO Box 400
 East Palatka, FL 32131
 PH (386) 530-2550 * FX (386) 328-3239
 events@putnamfairandexpo.com * PutnamFairAndExpo.com

Facility Use Only

Tier 1

Tier 2

Facility Usage Information Sheet

To be completed by User

Today's Date: _____

Event Date(s) Requested: _____ Start Time of your event: _____ End Time of your event: _____

Type of Event: _____ Commercial _____ Non-Profit (must provide copy of 501C-3) _____

Private User/Organization Name: _____

Address: _____

City, State, Zip: _____

Contact Name (if different from above): _____

Contact Email: _____ Cell Phone: _____

Intended Use – List name and/or type of event and **detailed description** of timeline of events, other parties, artists or vendors involved, tickets that will be sold, entrance fees, any fee you intend to charge an attendee for any purpose, items for sale, etc. Be as specific as possible.

Approximate Number of attendees: _____

Facilities Requested (Select **all** that you would like to use):

___ Pavilion 1 (70'x70') ___ Pavilion 2 (75'x135') ___ Tilton Arena ___ Expo Hall

___ Grounds (Pavilions, Arena & All Yards; **Excludes** Expo Hall) ___ FULL Grounds (Pavilions, Arena & All Yards; **Includes** Expo Hall)

Additional Items available – Applicable to Expo Hall Usage Only

___ Podium (No Charge) ___ PA System @ \$ 40/day ___ American Flag in stand (No Charge)

___ Set up Tables & Chairs (\$75, must supply a design plan) ___ Take down Tables & Chairs (\$75)

Will anyone be using a local hotel? ___ Yes ___ No If yes, how many rooms & nights: _____

Will you be charging admission? ___ Yes ___ No If yes, list prices: _____

Are you requesting to have **alcohol on the premises**? ___ Yes ___ No

- If yes, a local law enforcement officer will be required at users' expense.

- If yes, will alcohol be provided or sold? ___ Provided (Free) ___ for Sale (must provide a copy of servers liquor license)

Please select type(s) of alcohol you will have: ___ Beer & Wine ___ Other (mixed drinks, liquor)

Will there be any outdoor amplified sound during the rental period, including live music or music played through a speaker system?

___ Yes ___ No, **If yes, It must be shut down and no noise by midnight (12am) of your event.** ___ initial

User Signature: _____

Date: _____

Printed User Name: _____

Received by: _____

Date: _____



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Facility Usage Agreement, Rules & Regulation

User/Organization Name: _____

Address: _____

City, State, Zip: _____

Contact Name (if different from above): _____

Contact Email: _____ Cell Phone: _____

and Putnam County Fair Authority, Inc., for the Intended Purpose of _____
 on the Date(s) of: _____.

1. **Deposit** is due with completed, signed agreement to hold rental date
2. Organization/user will **supply liability insurance** coverage totaling \$1,000,000 showing Putnam County & Putnam County Fair Authority, Inc. as additional insureds, no later than 60 days prior to event date.
3. If alcoholic beverages will be used, dispensed or sold at this event, the USER must provide a **liquor liability insurance policy** covering this event with liability limits of at least \$1 million. Such policy shall name Putnam County Fair Authority, Inc. AND Putnam County, as additional insureds. *Please note that if alcohol is to be SOLD at the event, the user must obtain all required permits and licenses, including without limitation a license issued by the state division of alcoholic beverages and tobacco. The user is responsible for supervising the consumption of alcohol including without limitation (a) serving ONLY persons of legal age and (b) refusing to serve any persons that have had too much to drink.
4. For any event where alcohol will be sold, user will provide a copy of liquor license(s) of all sellers.
5. For any event where alcohol is present, user will contact and secure local law enforcement officer(s) and provide confirmation to Fairgrounds. PCSO contact: 386-329-0800.
6. Use of the tables and chairs is included with rental of Expo Hall, for use inside Expo Hall ONLY.
7. User is responsible for ALL set up and tear-down unless otherwise discussed.
8. Balance or usage fee is due no later than thirty (30) days prior to event date. If your event is sooner than thirty (30) days, Full amount is due along with deposit, contract, certificate of insurance and all other require documentation listed herein.
9. **Rental period is from 8am – 12am (Midnight), _____ initial NO MUSIC AFTER MIDNIGHT. Event continuing past midnight will result in an automatic forfeiture of security deposit.**
10. Allowable up to 2 additional hours before or after for set-up and clean-up (Maximum of 6am-2am). Any hours occupied beyond your rental period will result in a deduction in the refunded deposit.
11. Any additional days requested will be at additional rental rate per day.
12. Contact person is responsible for providing other persons involved in organizing this event with a copy of these rules. No changes will be made to this agreement without consent of responsible party.
13. There is to be **absolutely no roaming around the fairgrounds**. User will monitor guests and advise of unauthorized locations. User is responsible for all damages that may occur from unsupervised guests, including children.
14. The Fairgrounds is a non-smoking (including e-cigarettes) facility.
15. No illegal drugs will be permitted at the Fairgrounds whatsoever.
16. Any **security deposit** refund approved will be mailed out within 30 days of your event but will be forfeited in part or whole for failure to comply with any (but not limited to) of the items listed on the attached post-event checklist.
17. Deposit refund may be forfeited if less than 30 day notice of cancellation is given.
18. In the event of missing, broken or damaged (glue, paint, scratches, etc.) tables, chairs, walls, etc., the USER will be responsible for replacing with an identical item at cost. This will be taken from the deposit and/or billed.
19. Removal of any Fairgrounds property is prohibited.
20. Do not put anything on the walls that will cause damage. **Absolutely NO screws or nails at any time.**
21. Any decorations you use or put up must be taken down (including signs on doors/windows and driveways)
22. Any and ALL items brought in for your event will need to be taken out with you at the closing of your event.
23. Any late pickups of items (tables, chairs, equipment, etc.) will need to be CONFIRMED prior to your event with Fairgrounds Management. The Fairgrounds assumes NO responsibility for any items left unattended by the user.
24. **DO NOT leave any trash around the dumpster.** If necessary, leave lids open and stack on top. Under no circumstances is trash to be left sitting on the ground in front of, beside or behind the dumpster. _____ initial
25. If during or after your event, it has been decided that you falsified the full intent of your event and owe for a higher rental rate your deposit will be used to pay the additional fees and you will receive an invoice for any balance owed.
26. **Commercial rental** is defined as an event being held for monetary gain (ie. Craft show, Trade show, car show, private sales party or an event where admission is charged) and will designate requested events as commercial above or will be responsible for additional fees if found to fall under this category.
27. The Fairgrounds is not responsible for Acts of God or States of Emergency and any cancellation of your reservation that may arise due to these unforeseen natural causes.
28. Putnam County Fair Authority reserves the right to have a representative on site during the event.
29. Your event info may be displayed on the digital sign for the day of your event. Additional days are available at rate of \$40/day.
30. This contract is not active nor binding until approval is received from County Administrator.
31. Anyone violating the Fairgrounds policies may be banned from future facility use.
32. There will be a \$50 fee for any returned checks.
33. Any Event deemed to be a public Tier 2 Event will also be bound by additional requirements, procedures, authorization and fees set forth in the "Additional Tier 2 Requirements".



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User/Organization Name: _____ Event Date(s): _____

34. Photo / Media Release: I **DO** / ___ **DO NOT** hereby grant and authorize Putnam County Fair Authority, Inc., the right to take, edit, exhibit, publish, distribute and make use of any pictures or videos taken of this event to be used in and/or for promotional materials including, but not limited to, newsletters, flyers, posters, brochures, advertisements, fundraising, press kits, submission to journalists or publications, websites, social media and other print and digital communication, without payment or any other consideration.
35. Putnam County Fair Authority reserves the right, without warning, to make changes deemed necessary to the rules of this contract for safety and wellbeing of patrons of the community.

In consideration of usage/lease of the Putnam County Fairgrounds authorized facilities, as noted above, the undersigned User agrees to comply with all laws and regulations and, at its own expense, defend, indemnify and hold harmless PUTNAM COUNTY FAIR AUTHORITY (PCFA) and PUTNAM COUNTY, FLORIDA, and its officers, agents, Trustees, subsidiaries and employees of all of them, from and against any and all liabilities, claims, losses, damages, injuries, demands, suits, actions, causes of actions, costs and expenses (including, without limitation, attorney's fees and expenses), of any nature whatsoever arising out of, relating to, or due to the breach of this Contract by the User, its Subcontractors, agents or employees or due to any willful misconduct or negligent acts or omissions of the User, its Subcontractors, agents or employees in performing this Contract or while on the premises of PCFA for any reason during the term of this Contract.

By signing below the User fully understand the contents, meaning and impact of all herein, and agrees to abide by all terms listed above. Total Rental Amount to be paid in full by the terms set above:

\$ _____ (Deposit) + \$ _____ (Usage Fee) + \$ _____ (Additional Items) = \$ _____

Notes: _____

_____/_____
 Signature of User/Responsible Party / Date Signature of Facilities Coordinator / Date

_____/_____
 Other Authorized Signature & Title / Date

Facility Usage Rates

Facility	Capacity	Commercial / For-Profit		Non-Profit / Private	
		Deposit	Usage Fee	Deposit	Usage Fee
Pavilion 1 (Green roof)	299	\$600	\$300	\$600	\$300
Pavilion 2 (new pavilion)	299	\$600	\$700	\$600	\$700
Tilton Arena	500	\$600	\$500	\$600	\$500
Expo Hall	299	\$600	\$1,500	\$600	\$1,200
Expo Hall 1/2 Day (4 hours TOTAL maximum)	299	\$600	\$750	\$600	\$600
Grounds (excludes Expo Hall) (Arena, Pavilions and Yards)		\$600	\$1,000	\$600	\$1000
Full Grounds (Includes Expo Hall, Arena, Pavilions and Yards)		\$1,000	\$2,500	\$1,000	\$2,200

*Expo Hall "Set up and Tear down days" are at \$500/day immediately before or after your rental date. These are not allowed for actual "event dates". The Day Before is available 8am. Day after all clean-up must be done BY 3pm. No exceptions.

*For large events 500+ people (Tier 2 Events) \$5000/day (for all buildings) OR \$3500/day (no expo hall), \$1500 security deposit
Please remit completed form to the fair office at events@putnamfairandexpo.com , in person at 118 Fairgrounds Rd., E. Palatka, FL 32131 or via mail to PO Box 400, E. Palatka, FL 32131

Office Use Only:
 Approved for use yes/no: ___ date: ___ Date form & deposit received: ___ on calendar: _____ Date/Notes
 Insurance Certificate Receipt Date: _____ Deposit \$ _____
 Pre-Event: _____ Post-Event Inspection Date: _____ Rental Fee \$ _____
 Keys (if any) checked out to: _____ Returned by (name/date): _____ \$ _____
 Notes/ Comments / other info or agreements: _____ Refund Issued \$ _____

If alcohol present, Officer contact name, number # deputies required, times _____
 (revised January 2022)