



Putnam County Fair Authority, Inc.

118 Fairgrounds Rd.

East Palatka, FL 32131

PH (386) 328-3247

events@putnamfairandexpo.com \* PutnamFairAndExpo.com

Facility Use Only

Tier 1

Tier 2

**Rental Application for use of the Putnam Co Fairgrounds Facilities**

Contact Person and Organization: \_\_\_\_\_

Type of event (wedding, auction, meeting, quinceanera, etc) \_\_\_\_\_

Approximate Number of attendees: \_\_\_\_\_

Date(s) requested: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Move-in date: \_\_\_\_\_ Move-out date: \_\_\_\_\_

Will alcoholic beverages be served at the event: \_\_\_YES \_\_\_NO If yes, refer to policy regarding alcohol. If serving or selling alcohol I understand the required permits and police coverage required to do so. \_\_\_\_\_ **Initial**

If alcohol will be present at the event, renter must secure local law enforcement officer(s) and provide confirmation to the fairgrounds prior to event date. **Putnam County Sheriff's Office contact: Master Sergeant Cole Glaser 386-326-2760**

Upon confirming security coverage, proof of the security schedule must be emailed to fair office at [putfair@gmail.com](mailto:putfair@gmail.com) no later than 14 days prior to event date.

\_\_\_ Pavilion 1 (70'x70') \_\_\_ Pavilion 2 (75'x135') \_\_\_ Tilton Arena \_\_\_ Expo Hall (71'x74') (indoor A/C)

\_\_\_ 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) \_\_\_ US Flag in stand (No Charge) \_\_\_ PA System @ \$40/day

\_\_\_ Set up Tables & Chairs (\$100.00, must supply a design plan) \_\_\_ Take down Tables & Chairs (\$100.00)

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**

**The Putnam County Fair Authority, Inc is not responsible for loss, theft, or vandalism of property or the applicant or its party or group. Signing below signifies applicant has read and agreed to the Putnam County Fair Authority, Inc's Rental Agreement and will provide a CERTIFICATE OF INSURANCE (COI) prior to the event date.**

\_\_\_ we will be providing a COI with deposit \_\_\_ we will be purchasing insurance coverage from the fair for **\$150.00**

**Security deposit and 150.00 for insurance (if applicable) and your completed, initialed and signed agreement must be received by office to secure your requested rental.**

**Make Checks payable to: PCFA**

**Mail payment to: PCFA-Rentals 118 Fairgrounds Road East Palatka, FL 32131**

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address (refund will be mailed to): \_\_\_\_\_

Email address: \_\_\_\_\_ cell phone: \_\_\_\_\_

Name and cell number of contact person on-site during event: \_\_\_\_\_



**Putnam County Fairgrounds Rental Agreement**

1. **Deposit** is due with completed, signed agreement to hold rental date.
2. 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
3. **EVENT INSURANCE** is required. Organization/user will supply liability insurance coverage totaling \$1,000,000 showing Putnam County & Putnam County Fair Authority, Inc. as additional insured prior to event date. If you do not have a policy insurance may be purchased through the fair for 150.00. (Check made payable to PCFA) Insurance policy is non-refundable.
4. **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 insured. \*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. \_\_\_\_\_ **initial**
5. For any event where alcohol will be sold, user will provide a copy of liquor license(s) of all sellers \_\_\_\_\_ **initial**
6. For any event where alcohol is present, user will contact and secure local law enforcement officer(s) and provide confirmation to Fairgrounds. **Master Sergeant Cole Glaser 386-326-2760**
7. Use of the tables and chairs is included with rental of Expo Hall, for use inside Expo Hall ONLY.
8. User is responsible for ALL set up and tear-down unless otherwise discussed.
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. 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.
12. 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. \_\_\_\_\_ **initial**
13. **The Fairgrounds is a non-smoking** (including e-cigarettes of any kind) facility.
14. No illegal drugs will be permitted at the Fairgrounds whatsoever.
15. 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 leaving the property in the condition you found it. Pictures will be provided prior to and after event.
16. Deposit refund may be forfeited if less than 30 day notice of cancellation is given. 2 week notice %50 refund, 1 week notice %25 refund-7 or less days 0% refund. Insurance policy is non-refundable.
17. 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.
18. Removal of any Fairgrounds property is prohibited.
19. Do not put anything on the walls that will cause damage. **Absolutely NO screws or nails at any time.**
20. Any decorations you use or put up must be taken down (including signs on doors/windows and driveways)
21. Any and ALL items brought in for your event will need to be taken out with you at the closing of your event.
22. 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.
23. **DO NOT leave any trash around the dumpster.** Under no circumstances is trash to be left sitting on the ground in front of, beside or behind the dumpster. \_\_\_\_\_ **Initial**
24. 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.
25. **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.
26. 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.
27. Putnam County Fair Authority reserves the right to have a representative on site during the event.
28. Anyone violating the Fairgrounds policies may be banned from future facility use.
29. There will be a \$50 fee for any returned checks.
30. **SURVEILLANCE CAMERAS** In an effort to prevent the misuse of and damage to the property, the Putnam Co Fair Authority has installed surveillance cameras on the premises known as the "Fairgrounds". Cameras are only located in common areas and are visible. These cameras are used for the sole purpose of protecting the Renter and the Fairgrounds. Cameras are not recording Renter activity and are not to be touched, covered, or removed from their mounted location. \_\_\_\_\_ **Initial**
31. 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: \_\_\_\_\_

32. 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.
33. 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) + \$ \_\_\_\_\_ (Insurance Fee) = \_\_\_\_\_ **due with application**

\$ \_\_\_\_\_ (Rental Fee)+\$ \_\_\_\_\_ (additional items)= \_\_\_\_\_ due no later than 30 days prior to event date

Notes: \_\_\_\_\_

\_\_\_\_\_  
Signature of User/Responsible Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Facilities Coordinator

\_\_\_\_\_  
Date

**Facility Usage Rates**

Facility	Capacity	Deposit	Usage Fee
Pavilion 1 (Green roof)	150	\$600+	\$400+
Pavilion 2 (new pavilion)	299	\$1200+	\$1200+
Tilton Arena	500	\$1200+	\$1200+
Expo Hall	299	\$1200+	\$1700+
Expo Hall Mon-Thu ONLY	299	\$600+	\$750+
Grounds (excludes Expo Hall) (Arena, Pavilions and Yards)		\$1200+	\$1500+
Full Grounds (Includes Expo Hall, Arena, Pavilions and Yards)		\$1500+	\$3500+

\*Expo Hall "Set up and Tear down days" are \$500/day immediately before or after your rental date. These are not allowed for actual "event dates". The Day Before is available 8 am subject to rental schedule. Day after all clean-up must be done by 3pm.

\*For large events 500+ people \$5000+/day (for grounds and all buildings) OR \$3500+/day (no expo hall), \$2000 security deposit  
**Please remit completed form to the fair office at [putfair@gmail.com](mailto:putfair@gmail.com) , mail or deliver in person to 118 Fairgrounds Rd., E. Palatka, FL 32131**

**Office Use Only:**

Approved for use YES/NO COI received on \_\_\_\_\_

Date/Notes

Pre-Event: \_\_\_\_\_ Post-Event Inspection Date: \_\_\_\_\_

Deposit \$ \_\_\_\_\_

Notes/ Comments / other info or agreements: \_\_\_\_\_

COI Fee \$ \_\_\_\_\_

Rental Fee \$ \_\_\_\_\_

Refund Issued \$ \_\_\_\_\_

**If alcohol present, Officer contact name, number # deputies required, times** \_\_\_\_\_

(revised July 1, 2023)