



LEASE AGREEMENT

Jackson County Agricultural Conference Center
2741 Penn Avenue, Suite 3, Marianna, FL 32448
Telephone 850-482-9620



PLEASE READ THE TERMS OF USE BEFORE SIGNING THE LEASE AGREEMENT.

This Lease Agreement is a legally binding document. By signing this agreement, you are agreeing to abide by all terms of the Lease and ensure all rules are followed.

Date: _____ Invoice #: _____

Organization/Group Name (if applicable): _____

Applicant's Name: _____ Email: _____

Daytime Phone: _____ Evening Phone: _____ Fax#: _____

Applicant's position/connection with Organization/Group (if applicable): _____

Mailing Address: _____

Street/P.O. Box City State Zip

Event Name: _____ Estimated # in Attendance: _____

Event Date(s)*: _____ Type of Activity: _____

Times Required: (Beginning time) _____ (Ending Time) _____

Will pre-event preparation be required the day before the event? _____ YES _____ NO

If Yes, date for set-up: _____ Time: _____

(Pre-event preparation and/or decoration, if not the same day of the Event, is 1/2 the normal rate on Monday thru Thursday.)

Request for coffee (Fee is \$5.00 per pot and available for meetings ONLY): *Coffee is paid for separately from rental fees*

Pots Regular Coffee _____ # Pots Decaffeinated Coffee _____ (Payment for coffee is to Extension Services)

Expected Number of Attendees: _____

Preferred Floor Plan: _____ Banquet _____ Classroom style _____ Theatre style
_____ Conference style – open rectangle _____ Conference style – closed rectangle

_____ How many chairs per table per floor plan requested above

Will there need to be tables in foyer _____ Yes _____ No / # of Tables _____ Chairs per foyer table _____

Will there need to be food tables _____ Yes _____ No / # of Food Tables _____

Will there be Vendor tables _____ Yes _____ No / # of Vendor Tables _____ Chairs per Vendor Table _____

Will there need to be head tables _____ Yes or No / # of Head Tables _____ Chairs per table _____

Tables needed on podium stage _____ Yes _____ No / # of Podium Tables _____ Chairs per Table _____

If event is catered, name of Caterer: _____ Telephone #: _____

Address of Caterer: _____

Street/P.O. Box City State Zip

PLEASE NOTE* To ensure you get the set-up of tables and chairs you require for your event, a completed floor plan must be turned in no later than 2 business weeks before the event. Failure to submit a floor plan within the prescribed time will result in the room being set according to the type of event and number of people attending, and our custodian will not change the set-up. Lessees are not allowed access to the chair/table storage room or custodial closet. Any forced entry into either of these areas may result in Lessee being banned from future use of the facility.

NO SMOKING IS ALLOWED INSIDE THE FACILITY. NO ALCOHOL OR ILLEGAL SUBSTANCES ARE ALLOWED ON THE PREMISES.

If you need to change the date of your event after you have signed the contract, you must come into the office and redo the contract. We cannot accept date changes over the phone.

(CONTINUED ON BACK)

Category:

Commercial Business/Individual Non-profit/Tax Exempt Ag Organization/Government Agency

Rental Fees:

- Half day is considered less than 4 hours.
- **Full day is considered 4 hours or more.**
- **For weekend events, only full day rates are available for Peanut Hall.**

Security Deposit: A Security Deposit of \$200 is required for all rentals. The Security Deposit is fully refundable contingent upon no damages or violation of Rules of Use are found after the event.

ROOM	Half Day	Full Day	Amount
Peanut Hall (250 person capacity)			
Cotton Room (45 person capacity)			
Corn Room (45 person capacity)			
COMBINED - Cotton and Corn Rooms (100 person capacity)			
COMBINED - Peanut Hall, Cotton & Corn Rooms (350 person capacity)			
Clover Suite (35 person capacity w/Kitchenette)			
Bull Pen (20 person capacity)			
Tax (7.5%)			
Security Deposit (Non-taxable)			
TOTAL RENTAL FEES			
Coffee @ \$5 per pot #Pots Regular _____ # Pots Decaf _____	Total for Coffee		

By signing below, I certify that I have read and agree to abide by the Rules and Regulations for use of the Jackson County Agriculture Complex conference facility. I understand that any material misrepresentation, whether written or oral, by the undersigned Lessee on this application, or during the application process where the County relies on such misrepresented materials in granting the Lessee use of the facilities, shall be grounds for the immediate revocation of this Lease Agreement.

Lessee: _____ Date: _____

JCBOCC Representative: _____ Date: _____

Deposit Paid: \$ _____ Date Paid: _____ Balance Due: \$ _____

Paid by: ___ Cash ___ Check ___ MO Check/MO #: _____ Receipt #: _____

Payment Date: _____ Amount Paid: \$ _____ Balance Due: \$ _____

Paid by: ___ Cash ___ Check ___ MO Check/MO #: _____ Receipt #: _____

Payment Date: _____ Amount Paid: \$ _____ Balance Due: \$ _____

Paid by: ___ Cash ___ Check ___ MO Check/MO #: _____ Receipt #: _____

PLEASE MAKE CHECKS PAYABLE TO:
Jackson County Board of County Commissioners or JCBOCC
Jackson County Agriculture Complex



Jackson County Agricultural Complex

2741 Penn Avenue, Marianna, FL
General Information



Please read all rules regarding use of the Ag Complex Facility **BEFORE SIGNING THE CONTRACT**. The Lease Agreement is a legally binding document.

The Jackson County Extension Director has managerial oversight of the conference facility located behind the office complex at 2741 Penn Avenue, Marianna, Florida, 1.3 miles north of Interstate 10 at Exit 136. Daily rental rates charged for the use of the Jackson County Agricultural Office Complex meeting facilities apply to the agri-business community, as well as the general public.

Primary parking for the auditorium is in the lot on the southwest side of the Agriculture Office Complex with 40 parking spaces adjacent to the auditorium. Overflow parking for the auditorium is available in the grass lot across the street. During normal business hours, the main parking lot in front of the Ag Office Complex is reserved for customers of the offices.

Available rooms are:

- Peanut Hall - The Main Conference Auditorium has 5,370 square feet of open space and will seat up to 350 people. Rectangular and round tables are available for either a banquet or classroom setting. Weekend rentals are full day rate ONLY.

A removable wall enables the main auditorium to be divided into a 250-seat room, with two smaller rooms created on the North end of the auditorium when the wall is in place. (*See Cotton Bale and Satsuma Grove descriptions.*)

- Cotton Room - Located on the NE corner of Peanut Hall, this room will seat 40 people with tables and chairs, or 50 people with chairs only. *This room is not available for weekend or evening rentals.*
- Corn Room - Located on the NW corner of Peanut Hall, this room will seat 40 people with tables and chairs, or 50 people with chairs only. *This room is not available for weekend or evening rentals.*
- Combined Peanut Hall/Cotton /Corn Rooms – Any combination of these three rooms is also available.
- Clover Suite – Located on the North end of the Extension Office, this room will seat up to 30 people with rectangular tables and chairs. The Clover Suite includes a kitchenette with refrigerator, stove, sink and microwave. *This room is not available for night or weekend event and will not accommodate round tables.*
- Bull Pen – The Bull Pen will seat up to 20 people and provides a Board Room type setting with the tables set in a round table configuration with chairs.

For more information, available dates, and rate quotes, contact the Extension Office, at 850-482-9620 or via email at terri.hardin@ufl.edu. Office hours are Monday through Friday from 7:30 AM to 4:30 PM.

RULES OF USE

Jackson County Agriculture Conference Center
2741 Penn Avenue, Marianna, FL 32448

The County Commissioners, through their representative the Jackson County Extension Director, reserve the right to refuse the use of any of the facilities at the Conference Center to anyone sponsoring an event that would be contrary to the public interest. Availability is on a first-come-first-served basis. Reservations for use of the facilities may be made up to one year in advance.

By signing the Lease Agreement, the Lessee agrees to comply with all applicable laws and rules adopted by Jackson County or any other applicable governmental agency. The Lessee, and not the County, shall supply any special equipment necessary to facilitate the User's use of the premises.

- By signing the Lease Agreement, the Lessee assumes full responsibility for ensuring all lights, appliances and other equipment are turned off, all doors to the facility are properly secured, and trash is taken to the dumpster after the event. Failure to properly secure the facility or taking out of trash may result in forfeiture of Security Deposit.
- The Lessee shall not use the premises in any manner that will increase risks covered by insurance on the building or on the premises so as to increase the rate of insurance or to cause cancellation of any insurance policy covering the building. Furthermore, the Lessee agrees not to keep on the premises, or permit to be kept, used or sold thereon, any illegal substances or anything prohibited by the policy of fire insurance covering the premises.
- **The Lessee shall be responsible for all costs associated with damages to the facilities, furnishings and grounds.** For the protection of the Lessee and the Ag Complex, an Extension Service representative will conduct an inspection with the Lessee prior to, and when keys are returned after any scheduled event(s), and Lessee will be required to initial off on an inspection checklist. The Lessee shall pay the cost of replacement of any equipment or appliances damaged or missing during the term of use. It will be the responsibility of the Lessee to restore the facilities and premises to its former condition and to assume the expenses of such restoration.
- **Floor Plan for Event:** All Lessees will be provided with a blank copy of the floor plan at the time the contract is signed. To ensure Lessee gets the floor plan they prefer, a completed floor plan showing the requested placement of tables and chairs for the event must be submitted no later than 1 month prior to the event. Failure to provide a floor plan by the due date will result in the venue being set up based on the type of event and number of people attending. In this instance, the room set-up will not be changed by our custodial staff once set. No verbal set-up arrangements will be accepted either over the phone or in person.

Lessees will not be allowed access to the chair/table storage room. If evidence of a forced opening of the locked table/chair storage room or custodial closets is noted upon inspection after the event, this will result in forfeiture of the Security Deposit, and Lessee may be banned from future use of the facility.

- **All User fees must be paid on or before the date of the Event (or by the time the key is picked up).**
- **Date Changes for Events:** Any Lessee or representative acting in their stead, who has submitted a contract and needs to change the date of an event, MUST come into the Extension Service office to check on the availability of the date needed AND change the contract. **No date changes will be accepted over the phone or via email.**
- **Cancellation of Events:** The Extension Office must be notified, in writing, of *cancellation at least 1 week before the day of the scheduled event.* ***If cancellation is made less than 1 week before the scheduled event, the Lessee will forfeit any advance payment(s).***

- **Decorations:** No decorations, signs, pictures, posters, notices or advertisements shall be inscribed, painted, taped or affixed by any type fasteners to the walls, doors, or ceiling of the Facility. Decorations may ONLY be attached to the sound boards in the room using push pins or thumb tacks. Decorations, decorating equipment and/or other paraphernalia must be removed immediately following the event. Use of dry ice/fog machines or portable stages is prohibited. *Any evidence of violations to this rule following any event may result in forfeiture of the Security Deposit.*
- **Sporting Events:** Any event involving wrestling, boxing or any other contact type sport, or any event that could or may cause harm to the participants or spectators **IS PROHIBITED.**
- **Use by Minors/Students:** All events involving minors or student groups must be adequately chaperoned by legal-aged adults.
- **Rental Agreements are not transferable.** Lessee will not assign or sublease the premises or any part thereof, or any right or privilege connected therewith, or allow any person(s) except the Lessee's guests, invitees, agents or employees to occupy the premises or any part thereof. *Violations of this rule will result in Lessee possibly being banned from future use of the facility and/or forfeiture of Security Deposit.*
- **Kitchen facilities may be used for keeping foods warmed, reheated or cooled, ONLY.** No cooking is allowed on the premises. The Lessee is responsible for ensuring all kitchen equipment used is washed and clean to include wiping down counter tops/surfaces, microwave and sinks. All special equipment and foods brought in by Lessee or caterer for the Lessee's use shall be removed immediately after the scheduled activity. The Lessee is responsible for ensuring all food waste and trash in containers provided are removed to the dumpster outside the building. *Failure to properly dispose of trash and food waste from the facility may result in forfeiture of the Security Deposit.*
- **Parking:** Primary parking for the auditorium is in the lot on the southwest side of the Agriculture Office Complex with 40 parking spaces adjacent to the Peanut Hall. Overflow parking is available in the grass lot across the street. During normal business hours, the main parking lot in front of the Ag Office Complex is reserved for customers of the offices. No parking is allowed on the grassy areas in front of the building due to possible damage to sprinkler system.
- **Alcohol, Tobacco & Illegal Substances:** By signing the Lease Agreement, the Lessee assumes full responsibility for ensuring that no possession or use of alcoholic beverages or illegal drugs occurs on the premises at any time, or use of tobacco products in non-designated smoking areas. No smoking is permitted inside the facility, to include the kitchen, restrooms and storage rooms. *Failure to comply with these rules will result in Lessee possibly being banned from future use of the facility and/or possible forfeiture of Security Deposit.*
- **Audio/visual equipment:** By signing the Lease Agreement, Lessees using one or more of the following equipment assume full responsibility for damages to the equipment. These items include: Public Address System, Motorized Screens, VCR/TV Monitor and/or LCD Projector. It is requested that the Lessee appoint one person who is familiar with audio/visual equipment be assigned to be trained on use of the system.

By signing the Lease Agreement, the Lessee assumes responsibility for ensuring that the podium and the stage upon which it sits ARE NOT moved, nor any tampering/changes done to the computer/audio visual equipment settings or wiring. *Failure to adhere to this policy may result in Lessee possibly being banned from future use of the facility and/or forfeiture of the Security Deposit and costs for repairing any damages done. Damages to this equipment is very costly.*

- **Damages, Loss and Injury:** Jackson County shall not be responsible for any damages or injury that may happen to the Lessee or the Lessee's agents, caterers, serving staff, employees, patrons or property from

any cause whatsoever prior, during or subsequent to the period covered by this lease. The said Lessee hereby expressly releases said County and its officers/employees from and agrees to indemnify it and them against any and all claims for such loss, damage or injury. Nothing in this agreement shall be construed as making the Lessee or agent/employee of the County, or as creating a relationship of a partnership or a joint venture between the Lessee and County. In any event, liability will be assumed by the sponsoring individual and/or organization with regard to any personal injury, liability and/or property damage arising from the activities of such sponsoring group or individual.

- **Preemptive Clause:** Jackson County reserves the right to cancel or reschedule the reserved use period on short notice, in which event all fees prepaid by the Lessee shall be refunded.



FEE SCHEDULE

Jackson County Agriculture Conference Center
2741 Penn Avenue, Marianna, FL 32448



All rental fees must be paid in full prior to the date of the event. Half day rates apply to any event scheduled for less than 4 hours. Full day rate applies to all rentals lasting 4 hours or more. The full day use shall be from 8:00am to 12:00 midnight.

Maximum seating capacity for the main auditorium is 350 people. This number is set by the Fire Marshal. Any number of people over this will be in violation of Fire Codes.

Category I - Commercial/Business/Individual: Available to commercial entities, business or individual(s) leasing any portion of the facility for an organizational function or for personal use where participants are charged a fee.

PEANUT HALL (Max Capacity 250)	Rental Rate	Tax (7.5%)	Security Deposit	Total Rental Fee
Half Day (Less than 4 Hours)	\$385.00	\$28.88	\$200.00	\$613.00
Full Day (4 Hours or More)*	\$600.00	\$45.00	\$200.00	\$845.00
COMBINED ROOM (Max Capacity 350)				
Half Day (Less than 4 Hours)	\$460.00	\$34.50	\$200.00	\$694.50
Full Day (4 Hours or More)	\$750.00	\$56.25	\$200.00	\$1006.25

*Weekend rentals are at full day rate ONLY.

Cotton OR Corn Room (Max Capacity 50)	Rental Rate	Tax (7.5%)	Security Deposit	Total Rental Fee
Half Day (Less than 4 Hours)	\$50.00	\$3.75	\$200.00	\$253.75
Full Day (4 Hours or More)	\$100.00	\$7.50	\$200.00	\$307.50
COMBINED ROOMS (Max Capacity 100)				
Half Day (Less than 4 Hours)	\$75.00	\$5.63	\$200.00	\$280.63
Full Day (4 Hours or More)	\$150.00	\$11.25	\$200.00	\$361.25

CLOVER SUITE (Max Capacity 30)	Rental Rate	Tax (7.5%)	Total Rental Fee
Full Day Rate ONLY	\$60.00	\$4.50	\$64.50

Bull Pen (Max Capacity 20)	Rental Rate	Tax (7.5%)	Total Rental Fee
Full Day Rate ONLY	\$35.00	\$2.63	\$37.63

Category II - Not-for-Profit/Tax Exempt: Available to not-for-profit, chartered, civic, fraternal or charitable organizations, or any nonprofit religious organizations leasing the facility for an organizational function with no fee to participants. (MUST PROVIDE A TAX EXEMPT STATUS PURSUANT TO 501(C) CRITERIA OR THE IRS CODE AT TIME OF RENTAL)

(CATEGORY II CONTINUED ON NEXT PAGE)

PEANUT HALL (Max Capacity 250)	Rental Rate	Security Deposit	Total Rental Fee
Half Day (Less than 4 Hours)	\$355.00	\$200.00	\$555.00
Full Day (4 Hours or More)*	\$500.00	\$200.00	\$700.00
COMBINED ROOM (Max Capacity 350)			
Half Day (Less than 4 Hours)	\$405.00	\$200.00	\$605.00
Full Day (4 Hours or More)	\$600.00	\$200.00	\$800.00

***Weekend rentals are at full day rate ONLY.**

Cotton or Corn Room (Max Capacity 50)	Rental Rate	Security Deposit	Total Rental Fee
Half Day (Less than 4 Hours)	\$40.00	\$200.00	\$240.00
Full Day (4 Hours or More)	\$80.00	\$200.00	\$280.00
COMBINED ROOMS (Max Capacity 100)			
Half Day (Less than 4 Hours)	\$50.00	\$200.00	\$250.00
Full Day (4 Hours or More)	\$100.00	\$200.00	\$350.00

CLOVER SUITE (Max Capacity 30)	Rental Rate	Total Rental Fee
Full Day Rate ONLY	\$60.00	\$60.00

Bull Pen (Max Capacity 20)	Rental Rate	Total Rental Fee
Full Day Rate ONLY	\$35.00	\$35.00

Category III - Agriculture/Government: Available to Federal, State, County or City governments and chartered, non-commercial Jackson County agricultural organizations.

PEANUT HALL (Max Capacity 250)	Rental Rate	Tax (7.5%)	Security Deposit	Total Rental Fee
Half Day (Less than 4 Hours)	\$150.00	\$11.25	\$200.00	\$361.25
Full Day (4 Hours or More)*	\$300.00	\$22.50	\$200.00	\$522.50
COMBINED ROOM (Max Capacity 350)				
Half Day (Less than 4 Hours)	\$200.00	\$15.00	\$200.00	\$415.00
Full Day (4 Hours or More)	\$350.00	\$26.25	\$200.00	\$576.25

***Weekend rentals are at full day rate ONLY.**

Cotton OR Corn Room (Max Capacity 50)	Rental Rate	Tax (7.5%)	Security Deposit	Total Rental Fee
Full Day Rate ONLY	\$30.00	\$2.25	\$200.00	\$232.25
COMBINED ROOMS (Max Capacity 100)				
Full Day Rate ONLY	\$50.00	\$3.75	\$200.00	\$253.75

(CATEGORY III CONTINUED ON NEXT PAGE)

CLOVER SUITE (Max Capacity 30)	Rental Rate	Tax (7.5%)	Total Rental Fee
Full Day Rate ONLY	\$60.00	\$4.50	\$64.50

Bull Pen (Max Capacity 20)	Rental Rate	Tax (7.5%)	Total Rental Fee
Full Day Rate ONLY	\$35.00	\$2.63	\$37.63

Category IV - Agricultural Office Complex Tenants: Available for official meetings, functions or other activities sponsored or co-sponsored by resident agencies of the Jackson Agricultural Office Complex.

- Tenants of the Agriculture Office Complex, by virtue of their lease agreement, have access to all facilities without fee, provided such use is in the conduct of official agency business. Such use will not negate the requirements for common housekeeping tasks. **When meals are served in conjunction with official meetings, the agency will be expected to clean up after themselves and remove all food items and trash to the dumpster outside.**

Other Fees/Deposits:

- **Security Deposit:** A Security Deposit of \$200 is required for all events. The Security Deposit is not included in the total rental fee and must be paid at the time the signed Lease Agreement is turned in. The event date will not be secured until the Security Deposit is received. This deposit is not included in with the rental fee. The full rental amount must be paid by the date of the scheduled event. The Security Deposit may be fully refundable after the event provided no damages are incurred and the Lessee adheres to all Rules of Use. All refunds must be approved by the Jackson County Board of County Commissioners during a regular business meeting and may take 2-3 weeks after the event before being mailed to the Lessee.
- **Lost Key:** If the issuance of a key is required for facility use after normal work hours, the Lessee takes full responsibility for the key. ***If the key is lost or not returned, Lessee will be responsible for all costs associated with replacement of the key and changing the locks on the facility.***
- **Coffee:** Coffee is available for meetings ONLY at a cost of \$5.00 per pot. Prior notice is required and must be notated on the Lease Agreement. No requests for coffee on the day of event will be honored. Payment for coffee is made separately to Extension Services.

Facility Checklist: All renters will be required to do a walk-through of the facility at the time the key is picked up, and initial an inspection checklist. After the event, the custodian will conduct an inspection as the facility is being cleaned. **Any damages or failures to follow the Rules of Use of the facility may result in part or all of the security deposit being withheld.** The following are the things that will be inspected:

- No trash left in cans (should be taken out to dumpster at the end of the event)
- Items attached to walls or ceiling
- Unauthorized entry into the chair/table room and utility closet
- Condition of kitchen (food or items left in sinks, items in refrigerator, cabinet surfaces wiped clean, no excessive spills or messes left behind)
- Decorations or other items left behind (all items brought in MUST be removed immediately after event)
- Messes & trash left in parking lot
- Pavilion (if used) – garbage cans emptied, litter on ground/floor
- Damages to facility – in areas of the auditorium, lobby, bathrooms and hallways
- Sound system & computer – no damage and no programs installed on computer by renter
- Projectors – not left on
- Microphones – in working condition and all accounted for