

# Governor Charley E. Johns Conference Center

1610 North Temple Ave. Starke FL. 32091

## Basic Usage Rate Sheet

Facilities	Capacity	DEPOSIT	Rent	Tax	TOTAL COST
Conference Center	500	\$400***	\$1,092.50	\$76.48	<u>\$1568.98</u>
Meeting Room A & B	450	\$400***	\$920.00	\$64.40	<u>\$1384.40</u>
Meeting Room A	300	\$300***	\$632.50	\$44.28	<u>\$ 976.78</u>
Meeting Room B	150	\$300***	\$460.00	\$32.20	<u>\$ 792.20</u>
Meeting Room C	30	\$100***	\$175	\$12.25	<u>\$ 287.25</u>

**\*\*\*Deposit will be refunded upon satisfactory inspection by staff that all rules and clean up instructions have been followed.**

**Conference Center Basic Rental package, \$400 deposit plus rental fee and tax include:**  
Stage, Kitchen prep area, use of entire building tables and chairs.

**Meeting Room A&B Basic Rental Package, \$400 deposit plus rental fee and tax includes:**  
kitchen area, 350 seats & 35 tables

**Meeting Room A Basic Rental Package, \$300 deposit plus rental fees and taxes includes:**  
Kitchen area, 300 seats & 30 tables

**Meeting Room B Basic Rental Package, \$300 deposit plus rental fee and taxes includes:**  
Kitchen prep area, 150 seats, 15 tables

**Meeting Room C Basic Rental Package, \$100 deposit plus rent and taxes includes:**  
Seating & tables for 30

### Week Day and Multiple Day Rental Rates

**Week day and multiple day pricing do not include 7% sales tax that will be collected unless proper tax exempt documents are presented at time of rental. Security Deposit amounts will also be additional charge.**

Day	Room A	Room B	Rooms A/B	Room C	All
Monday – Thursday	\$488.75	\$345.00	\$690.00	\$172.50	\$805.00

#### **Multiple Days**

Monday – Thursday	\$431.25	\$287.50	\$575.00	\$143.75	\$690.00
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All Rates are subject to change without notice, void without deposit (from date 07/30/2021)

This equipment is **NOT INCLUDED** with rental rates of the Johns Center.

### **Dance Floor**

**Dance Floor**                      \$200.00 Deposit    **\$395.00** rental fee includes tax    \$595.00 Total

### **Audio Visual Equipment**

**Audio Visual Equipment**    \$400.00 Deposit    **\$558.32** rental fee includes tax    \$958.32 Total

*A Video/Sound Technician is required with rental of equipment this must be arranged prior to your event with approved technician. The rental party will need to negotiate with the technician for a fee that the rental party will be responsible for paying to the technician*

### **On Site Visits**

All visits to the Governor Charley E. Johns Conference Center must be pre-arranged through the Chamber of Commerce office (904-964-5278) , please allow several days for scheduling these visits. This would include such things as caterers, wedding planners, or audio or video technician walk through prior to events.

### **TABLE INFORMATION to assist you with ordering linens**

Round tables are 6 foot or 72 inches

Oblong tables are 6 foot

**Tablecloths-** 120 Round mid length; 132 Round to the floor

Oblong 60 by 120 inch for mid length and a 90 by 132 inch to reach the floor.

**Chair covers** – the chairs are stackable chairs with a slant legs

### **Tablecloths and Chair Covers are not INCLUDED**

### **Internet Password – Public123**

Governor Charley E. Johns Conference Center  
1610 North Temple Avenue Starke, FL 32091

Contact Number 904-964-5278

LEASE AGREEMENT SECTION I: PARTIES

Governor Charley E. Johns Conference Center of Starke, Florida, (GCEJCC), herein called the "Lessor" and

Name \_\_\_\_\_, herein called the "Lessee".

SECTION II: DESCRIPTION

The Lessor hereby leases to the Lessee and Lessee hereby leases from the Lessor, The Governor Charley E. Johns Conference Center located at 1610 North Temple Avenue, Starke, Florida, as presently constituted, hereinafter called the Premises, including its kitchen, Room A, Room B, Room C, storage area, stage, foyer, men's and women's bathrooms, sign and grounds.

SECTION III: TERM

The Premises are leased for a total of \_\_\_\_\_ days. Lease Date \_\_\_\_\_

SECTION IV: RENT

Room A \_\_\_\_\_ Room B \_\_\_\_\_ Rooms A & B \_\_\_\_\_ Room C \_\_\_\_\_ Entire Building \_\_\_\_\_

AV Equipment \_\_\_\_\_ Dance Floor \_\_\_\_\_

Rent on rooms and equipment plus tax is due upon receipt of keys.

Total Room Rental fees and Sales Tax of 7% is the sum of \$ \_\_\_\_\_

A \$ \_\_\_\_\_ deposit is due when lease agreement is signed for room rental.

The Equipment Rental fee and sales tax of 7% is the sum of \$ \_\_\_\_\_

A \$ \_\_\_\_\_ deposit is due when lease agreement is signed for equipment rental.

Total room rental and equipment sum is \$ \_\_\_\_\_

#### SECTION V: USE AND OCCUPANCY

The lessee shall use and occupy the Premises for \_\_\_\_\_ with approximately \_\_\_\_\_ guests/participants, and for no other purpose. Lessor represents that the Premises may lawfully be used for such purpose and may monitor the function. This agreement is NOT assignable by Lessee.

#### SECTION VI: CARE AND REPAIR OF PREMISES

Lessee shall commit no act of waste and shall take good care of the Premises and the fixtures and appurtenances, and shall, in the use and occupancy of the Premises, conform to all laws, orders and regulation of the federal, state and municipal governments or any of their departments. The Rental fees are incorporated as though fully set forth herein and the Lessee shall abide by them.

#### SECTION VII: ALTERATIONS, ADDITIONS OR IMPROVEMENTS

Lessee shall not, without first obtaining the written consent of the Lessor, make alternations, additions, or improvements in, to, or on and about the Premises, including existing decoration. Furniture or greenery may be moved, but must be returned to its original location by Lessee.

#### SECTION VIII: INSURANCE

The Lessor DOES NOT provide Lessee liability insurance to protect organizations or individuals who act as sponsors of functions held at the Premises. Organizations or individuals who sponsor activities at the Premises will be held liable for any accident or injury that may occur. Lessee agrees to hold Lessor harmless in the event accident or injury may occur. Lessor is NOT responsible for loss or theft of personal property belonging to Lessee.

#### SECTION IX: ACCUMULATION OF WASTE AND REFUSE MATTER

Lessee shall not permit the accumulation of waste or refuse matter on the leased Premises or anywhere in or near the building, except designated areas.

#### SECTION X: COMPLIANCE WITH RULES AND REGULATIONS

Lessee shall observe and comply with the rules and regulations hereinafter set forth, which are made part hereof, and with such further reasonable rules and regulations as Lessor may prescribe, on written notice to Lessee for the safety, care and cleanliness of the building and the comfort, quiet and convenience of the neighborhood.



#### SECTION XI: ELECTRICITY AND APPLIANCES

Lessor shall furnish Lessee electricity for the Premises herein leased. Appliances and/or machinery may be provided but are NOT warranted by Lessor. Lessee shall turn off all electric items prior to leaving the building.

#### SECTION XII: WATER

Lessor shall furnish water for lavatory and kitchen sink.

#### SECTION XIII: CLEANING

The Lessee shall leave the leased Premises in clean order prior to the termination of the Lease. The Premises shall be inspected by representatives of the Lessor before refund of the security deposit hereinafter referred to in Section XV.

#### SECTION XIV: NO WAIVER OF COVENANTS OR CONDITIONS

The failure of either party to insist on strict performance of any contract or condition hereof, or to exercise any option herein contained, shall not be construed as a waiver of such covenant, condition or option in any other instance.

#### SECTION XV: DEPOSIT

The Lessee must pay deposit with the Lessor on the signing of the lease application the sum of as security deosit for the performance of the Lessee's obligations under this agreement, including without limitations, the surrender of possession of the Premises to Lessor as herein provided. Lease reservations must be canceled four (4) weeks prior to the date of the function in order to receive a deposit fee refund.

#### SECTION XVI: RIGHT TO CURE LESSEE'S BREACH

If Lessee breaches any covenant or condition of this Lease, Lessor may on reasonable notice to Lessee (except that no notice need be given in case of emergency), cure such breach at the expense of the Lessee. The reasonable amount of all expenses, including attorney's fees, incurred by the Lessor in so doing (whether paid by Lessor or not) shall be deemed additional payable expenses on demand.

#### SECTION XVII: NO OTHER REPRESENTATIONS

No representations or promises shall be binding on the parties hereto except those representations and promises contained herein or in some future writing signed by the part making such representations or promises.

SECTION XVIII: QUIET ENJOYMENT

Lessor covenants that if, and so long as, Lessee pays the rent, and any additional rent as herein provided, and performs the covenants herein, Lessee shall peaceably and quietly, have, hold, and enjoy the Premises for the term herein mentioned, subject to the provisions of this Lease.

SECTION XIX: WAIVER OF JURY TRIAL

To the extent such waiver is permitted by law, the parties waive trial by jury in any action or proceeding brought in connection with this lease or the Premises. Venue shall be in Bradford County Florida, and the prevailing party shall be entitled to reasonable fees and costs.

SECTION XX: SECTION HEADINGS

The section headings in this lease are intended for convenience only and shall not be taken into consideration in any construction or interpretation of this lease or any of its provisions.

**THIS AGREEMENT INCLUDING THE TWO (2) PAGE RULES FOR RENTERS, PAGES 7 & 8, WHICH ARE INCORPORATED BY REFERENCE, WERE EXECUTED AT STARKE, BRADFORD COUNTY, FLORIDA THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.**

Executed in the presence of:

Lessor for GCEJCC \_\_\_\_\_

Lessee Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Driver License #: \_\_\_\_\_ Work Location: \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Type of Event \_\_\_\_\_

**Governor Charley E. Johns Conference Center**  
**Rules for Renters**

1. Lease Agreement is between the Governor Charley E. Johns Conference Center and the individual person signing the lease. Caterers, florists, and other vendors retained by lessee must communicate and coordinate directly with the lessee. Lessee is responsible directly to the Johns Center for actions of and damage caused by caterers, florists or other vendors retained by lessee.
2. Lease period of time is 1 day for the standard fees. Additional hours are to be billed at a rate of additional days. Times, dates and fees are to be specified in the lease agreement.
3. A deposit fee is required for all leases with return of signed lease agreement. Full payment of lease of premises must be made to Bradford Co. TDC (10) days prior to the date of the lease. The deposit fee will be returned to the lessee following the facility inspection by Chamber staff **within 2 weeks of the end of the lease period**. Reservations must be cancelled four weeks prior to the date of reservation in order to have full deposit returned.
4. Lessee may not use rooms that have not been rented.
5. Lessee is responsible for removing all trash, food, floral arrangements, etc. from the premises.
6. Lessee shall remove all of lessee's property from the conference center by the end of the lease period.
7. Lessee shall immediately report any damages to the building or to any of the property to the Chamber staff and repair or replacement is to be immediately made or paid. Replacement items must be approved by staff.
8. NO property may be removed from the building. If lessee moves any items (e.g., plants) which are located in the premises, lessee must return them to the original location.
9. Lessee shall not modify or deface the conference center. This includes painting and modifications of electrical wiring.
10. The lessee shall not nail, tack, pin or tape objects to the floor, walls, ceilings, doors, stage, light fixtures or windows.
11. ALL Fire regulations must be complied with including building capacity.
12. Lessee is responsible for turning off all lights and electrical appliances. Heating and air conditioning must be turned off , there are three units in Room A, two in Room B and one in Room C and one in the storage room. Fans on thermostats should be set on Auto. Failure to comply will result in loss of the security deposit refund.
13. All tables are to be cleaned and returned to the storage area and placed in the correct bins.
14. Ice scoops should be left on top of the ice machine and not in it.

15. Chairs are to be placed exactly like they were found. It is a good idea to take photos so that chairs and tables can be put back exactly as they were found. The chairs are to be stacked 10 high, put against the wall, with the chair dollies.

16. Lock all doors, front, side doors, and back door by the kitchen.

17. NO SMOKING ALLOWED IN THE BUILDING.

The undersigned lessee understands the above Rules for Renters and agrees that failure to comply with any of these rules will result in loss of rental security deposit.

Lessee signature \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name \_\_\_\_\_

Lessor signature \_\_\_\_\_ Date: \_\_\_\_\_

WE APPRECIATE YOUR BUSINESS AND THANK YOU FOR TREATING THE Gov. Charley E. Johns Conference Center WITH RESPECT.

Please help us promote our venue by posting pictures to our fb page:

<https://www.facebook.com/GovernorCharleyEJohnsConferenceCenter>

Website: <http://BradfordCountyFloridaTourism.com> and <http://NorthFloridaChamber.com>

Adopted by the Bradford County Tourism Development Council on 09/16/2021

Internet Password – Public123



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