

May 2, 2012

Governor Charley E. Johns Conference Center

1610 North Temple Ave. Starke FL. 32091

Basic Usage Rate Sheet

Facilities	Capacity	Description	DEPOSIT	Rent	Tax	TOTAL RENT
Conference Center	800	8190 sq ft	\$200***	\$950	\$66.50	\$1016.50
Meeting Room A & B	450	7140 sq ft	\$200***	\$800	\$56.00	\$856.00
Meeting Room A	300	5540 sq ft	\$200***	\$550	\$38.50	\$ 588.50
Meeting Room B	150	1600 sq ft	\$200***	\$400	\$28.00	\$ 428.00
Meeting Room C	30	450 sq ft	\$ 50***	\$175	\$12.25	\$ 187.25

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

Conference Center Basic Rental package, \$200 deposit **plus** \$1016.50 rental includes: Stage, Kitchen prep area, use of entire building and other meeting rooms, 400 seats, 40 tables

Meeting Room A&B Basic Rental Package, \$200 deposit **plus** \$856.00 rental includes: kitchen area, 450 seats & 40 tables

Meeting Room A Basic Rental Package, \$200 deposit **plus** \$588.50 rental includes: kitchen area, 300 seats & 30 tables

Meeting Room B Basic Rental Package, \$200 deposit **plus** \$428.00 rental includes: kitchen prep area, 150 seats, 15 tables

Meeting Room C Basic Rental Package, \$50 deposit **plus** \$187.25 rent includes: seating & tables for 30

Equipment Rentals: **EXTRA**

This equipment is **NOT INCLUDED** with rental rates of the building

Dance Floor \$321.00 includes tax
Set up and break down of dance floor responsibility of rental party

LCD Projector \$107.00 includes tax approved technician required

Sound System \$107.00 includes tax approved technician required

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.

All Rates are subject to change without notice, void without deposit (form date 05/01/12)

Week Day and Multiple Day Rental Rates

Day	Room A	Room B	Rooms A/B	Room C	All
Monday – Thursday	\$425.00	\$300.00	\$600.00	\$150.00	\$700.00

Multiple Days

Monday – Thursday	\$375.00	\$250.00	\$500.00	\$125.00	\$600.00
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Pricing does not include 7% sales tax that will be collected unless proper documents are presented at time of rental.

Security Deposit amounts will also be additional charge.

**Governor Charley E. Johns Conference Center
Agreement for Facilities Rental**

This agreement, made this _____ day of _____, 20__ between the Bradford County Tourist Development Council, herein referred to as the party of the first part, and _____ hereinafter referred to as the party of the second part.

WITNESSETH:

Whereas, the party of the second part desires to use the facilities of the first part know as the Bradford County Conference Center, located at 1610 North Temple Avenue, Starke, Florida 32091, hereinafter referred to as the “rented property” for the sole benefit and enjoyment of the party and its members.

AND WHEREAS, The Conference Center is a property owned by Bradford County, no drugs will be allowed at any time, only permitted events will be allowed to serve alcohol as described in the Rules and Regulations for Rental of the Conference Center Section F.

Pursuant to this agreement and in consideration of the payments specified to be made to the party of the first part prior to the commencement of the period of use, the party of the second part shall be entitled to use the premises and facilities as outlined in the Rules and Regulations for Rental of the Conference Center Basic Usage Fees, Section N attachment A, for the period commencing at _____ on _____ and ending at _____ on _____, 20__.

In the event that, prior to one month before the commencement of the above rental period the party of the first shall determine that its own organization needs require use of the above premises for all or part of the above-mentioned rental period, the party of the first shall have the right to cancel this agreement without being liable to the party of the second for any damages that it might sustain on account of such cancellation.

NOW THEREFORE, in consideration of the covenants and agreements herein contained, it is mutually agreed that the above mentioned premises shall be used and maintained by the party of the second part, its member, guests and invitees subject to the following terms and conditions.

1. The party of the second party acknowledges receipt and understanding of the Rules and Regulations for Rental of the Conference Center.
2. The party of the second assumes responsibility for and agrees to indemnify the party of the first against loss and/or damage to the property of the party of the first arising out of the use of said premises by the party of the second parts, its members, guests and invitees.
3. The party of the second part also agrees to indemnify and save harmless the party of the first from and against any and all claims, demands, actions, suits or causes of action, including council fees and other costs of defending against the same, for loss damage, or personal injury (including death) arising from the use of the rental property and facilities by the party of the second party, its members, guests or invitees. Use of the rental premises is entirely at the risk of the party of the second part. Bradford County Tourist Development Council **reserves the right to require a certificate of insurance** with endorsements of comprehensive public liability insurance issued by a company acceptable to

the party of the first part, having protection of the party of the first part as a named additional insurance, and proving limits of **comprehensive public liability** of not less than \$500,000 injury to any person, \$500,000 total liability arising from any one accident or incident, and \$100,000 property damage.

4. The party of the second part further agrees:
 - a. To see that no wild life, trees or shrubs on the premises of the party of the first part or on the premises of any other person or corporation are damaged by the party of the second part, its members, its guests, or invitees.
 - b. To supervise the activities of the party of the second part, its members, guests and invitees, and to see that such activities are carried on in a safe and orderly manner.
 - c. To obtain the permission of the party of the first party before moving any fixture or article of furniture provided by the party of the first.

Bradford County Tourist Development Council Representative _____
Date

Person Renting Facilities _____
Date

Address: _____

Phone: _____ Alternate Phone: _____

Date of Event _____ Type of Event: _____

Receipt #	Date Paid	Deposit/Rent	Amount	Payment Method	Room Rented	Refund Amount

Payments: We accept all major **Credit Cards, Checks Payable** to Bradford County TDC, and **Cash** payments for deposit and rentals.

---A copy of your driver's license must accompany all checks

Mailing address: 100 East Call Street Starke, FL 32091 or fax number 904-964-2863

**Rules And Regulations for the Rental of the Conference Center
May 2, 2012**

Note: The persons or organization renting the Conference Center is Herein referred to as the “Rentor”.

- A. The Rentor shall comply with all applicable laws and ordinances of local governments (municipalities and counties), policies of the Conference Center.
- B. The Rentor shall and will indemnify and hold harmless, The Bradford County Tourist Development Council, The Bradford County Commission, The North Florida Regional Chamber of Commerce, its officers, agents and employees against any and all loss, damage, and/liability that may be suffered, caused by, arising out of, or in any way connected with the use or occupancy by the Rentor of the above premises or any part thereof, or the exercise of the rules or provisions granted herein, in accordance with the signed General Release.
- C. The Rentor will, at the Rentor’s expense, provide adequate security, by employing either a Bradford County Sheriff or a Starke City Police officer to assure safe and orderly conduct of the function for which the Center is rented for and to enforce the rules and regulations of the Center. For rentals where more than 100 persons are expected to be present where alcohol will be consumed, the Rentor is required to provide a minimum of two security personnel as described above. Rentals where fewer than 100 persons will be at the Center, and where there will be no alcohol, will not require security officers. The Rentor agrees to pay promptly all taxes, levies, assessments or other charges required by any governmental agency, including Florida State Sales Tax, if due on the rental charge herein. **ONLY RENTORS** with tax numbers ending with the **letter C** will be tax exempt.
- D. The Rentor agrees to comply with the provisions of the Civil Rights Act of 1964, in connection with its use of the above described space and facilities. Admission, participation, seating of participants and spectators and the use of all of the leased facilities during the exhibit, competition, entertainment, or other public events conducted or sponsored by the Rentor under this contract shall be without regard to race, color, religion, sex or national origin. Any person who is not a member may be denied admission whenever attendance at the event for which the facilities are leased to the membership of a particular organization or organizations and all members are excluded without regard to race, color, religion, sex or national origin.
- E. Nonprofit civic organizations may obtain a permit from the Florida’s Division of Alcoholic Beverages and Tobacco and rent the Center with the intent of selling alcoholic beverages as provided by Florida Statutes 561.422 (listed below). A copy of the permit must be provided before the date of the rental.
561.422 Nonprofit civic organizations; temporary permits.
Upon the filing of an application and payment of a fee of \$25.00 per permit, the director of the division may issue a permit authorizing a bona fide nonprofit civic organization to sell alcoholic beverages for consumption on the premises only, for a period not to exceed 3 days, subject to any state law or municipal or county organization licensed under this section may purchase alcoholic beverages from a distributor or vendor licensed under the Beverage Law.

- The Center may be rented to an individual for a wedding reception, family reunion or other similar family function where attendees do not pay a cover charge/entrance fee and where alcoholic beverages are provided free of charge.
- F. The Renter is also reminded that smoking is prohibited in the Center.
 - G. The Renter shall not drive any nails, tacks, pins, or other objects into the floor, walls, ceilings, partitions, doors, windows, nor remove any fixtures on said premises without written consent of the Bradford County Tourist Development Council. No alterations or changes to the premises shall be made without written consent and approval of the Bradford County Tourist Development Council. No crepe paper or other non-fast colored material will be allowed inside the Center.
 - H. The Renter shall not damage or allow to be damaged the said premises or any fixture or personal property located therein and in the event of damage, the Renter shall promptly restore the premises or property to its original state of repair or pay the Center for such damages. Any shortages of Center property or furnishings such as, but limited to, lighting, equipment, furniture and public address equipment, incident to a rental, will be replaced or paid for by the Renter to satisfaction of the Bradford County Tourist Development Council.
 - I. Arrangements for the placement of tables, chairs, etc. will be the responsibility of the Renter. Arrangements for access to the Center other than normal working hours of the Center staff for the purpose of placing displays, decorations, supplies, etc. and for the rental itself by the Renter, will be billed separately at a rate of \$20 per hour.
 - J. Rentals where tables and chairs are required will be restricted to 520 patrons to comply with fire and safety regulations.
 - K. The Renter agrees to promptly remove all decorations, displays, and equipment used by the Renter on the premises at the end of the rental.
 - L. The Renter shall deliver said premise to the Bradford County Tourist Development Council upon expiration of said contract in as good a state of repair and condition as existed upon first occupancy of the premises, reasonable wear and tear acts of Providence, and agreed changes excluded. Clean up of facility is the responsibility of the Renter unless other arrangements are made. This will be inspected by the agent for the Center prior to any refund of deposit.
 - M. Rental fees: see attachment A:
 - N. Additional Fees: The Bradford Tourist Development Council can at its discretion require the Renter to post a \$800.00 security deposit based on the type and duration of the function. Any damages, loss of property, etc. that occurs during the use of the facility by the Renter shall be deducted from the additional security deposit. The balance, if applicable, will be refunded to the Renter not later than the third normal working day after the rental.
 - O. All deposits are paid at time of contract no exceptions. Checks will be made out to the Bradford County Tourist Development Council.
 - P. The Renter is accountable for the actions and behavior of the patrons attending the rental event and violations will not be tolerated.

Governor Charley E. Johns Conference Center
1610 N. Temple Ave
Starke, FL 32091

Garbage bags, dish soap, utensils, dishes, or paper towels for kitchen are NOT provided these are the responsibility of the rental party.

Failure to comply with list of rules will result in loss of your deposit

1. **Removing all garbage from the building.** A dumpster is provided on the back exterior portion of the property for your convenience. If the dumpster is overflowing the rental party is responsible for removing extra trash from the premises.
2. **Remove all decorations;** don't forget to check the refrigerator.
3. Tables are to be cleaned and returned to the storage area.
4. 150 chairs are to be on either side of **room A**,
15 stacks, 10 chairs high, both side of the room total 300 chairs in room A
5. 100 chairs are to be on the wall of **room B**, 10 stacks, 10 chairs high
6. **DO NOT** take table dollies into storage room this causes damage to the doorway, load and unload from the doorway only return dollies to back area after use.
7. Food or beverage stains on the carpeting that has to be steamed cleaned due to spillage including **wedding cake and frosting**
8. **Damage in any form to the building or its content by rental party or guests**
9. **Use of rooms that you did not rent** is prohibited
10. Ice scoops are to be kept **on top** of the ice machine, **do not throw scoops into the machine**
11. **Do not tape, glue, staple or attach in any fashion items to the walls of the conference center.**
12. **Turn OFF** all Air Conditioning and Heat
13. **Turn OFF** all lights
14. **Lock all exterior doors**
15. Greenery that has been moved is to be returned to the area it was found
16. **No Candles unless they are in containers.**
17. **Use of equipment that was not rented** is prohibited
18. **Carpet will be inspected by both parties before and after the event for stains. New stains will results in lose of deposit.**
19. **Failure to return keys to chamber office by next working day.**
Office hours 9:00 am – 5:00 pm, Monday through Friday.

Rental Party Signiture _____ Date _____

T.D.C. Party _____ Date _____

Proposed fee schedule for new conference center on U.S. 301

Door

Meeting Room B

1,600 sq. ft.

Seating capacity: 150
Has screen and built-in sound and projection capability.

Door

Meeting Room A

5,540 sq. ft.

Seating capacity: 300
Has raised stage, screen and built-in sound and projection capability.



Door

Front Door

Kitchen Staging

270 sq. ft.

Included in rental of entire building and in rental of Meeting Room A or B.

Door

Restrooms

Hallway - Hallway - Hallway - Hallway - Hallway

Office-Storage

Meeting Room C

450 sq ft