

May 16, 2016

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	\$200***	\$950	\$66.50	\$1016.50
Meeting Room A & B	450	\$200***	\$800	\$56.00	\$856.00
Meeting Room A	300	\$200***	\$550	\$38.50	\$ 588.50
Meeting Room B	150	\$200***	\$400	\$28.00	\$ 428.00
Meeting Room C	30	\$ 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** rental fee and tax includes: Stage, Kitchen prep area, use of entire building tables and chairs.

Meeting Room A&B Basic Rental Package, \$200 deposit **plus** rental fee and tax includes: kitchen area, 350 seats & 35 tables

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

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

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

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

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.

EXTRA CHARGES - - - - -

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

Dance Floor \$321.00 includes tax

LCD Projector \$107.00 includes tax approved technician required

Microphone for speaker \$107.00 includes tax approved technician required

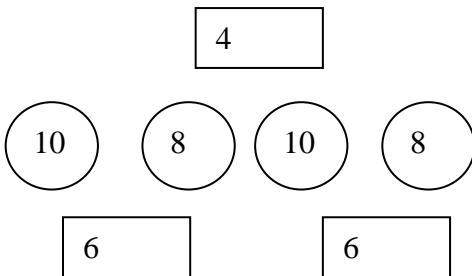
A Video/Sound Technician is required with rental of equipment this must be arranged prior to your event with approved technician. The rental party will need to negotiate with the technician for a fee that the rental party will be responsible for paying to the technician

All Rates are subject to change without notice, void without deposit (form date 01/01/16)

All visits to the Governor Charley E. Johns Conference Center must be pre arranged through the Chamber of Commerce office, 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.

Return a completed layout of your event on page 8 with round and oblong tables along with the number of chairs needed per table. This paper work needs to be returned to the Chamber as soon as possible so arrangements may be made with our team to have the tables set up for your event. Tables and Chairs will be placed for you and also put back in the proper storage after your event.

Examples of how to do floor lay out



**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 an 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: _____

Room(s) Rented _____ Total Rental Fee _____

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 16, 2016**

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 Rentor is also reminded that smoking is prohibited in the Center.

- G. The Rentor 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 Rentor 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 Rentor 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 Rentor to satisfaction of the Bradford County Tourist Development Council.
- I. Arrangements for the placement of tables, chairs, etc. will be the responsibility of the Rentor. 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 Rentor, 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 Rentor agrees to promptly remove all decorations, displays, and equipment used by the Rentor on the premises at the end of the rental.
- L. The Rentor 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 responsibly of the Rentor 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 Rentor to post an \$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 Rentor shall be deducted from the additional security deposit. The balance, if applicable, will be refunded to the Rentor 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 Rentor 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 rules will result in loss of your \$200 deposit

Please read carefully!

1. Remove all garbage from the building. A dumpster is provided on North end of the property for your convenience. If the dumpster is overflowing the rental party is responsible for removing extra trash from the premises.
2. Do not tape, glue, staple or attach in any fashion items to the walls of the conference center.
3. Remove all decorations; leftover food and beverages, don't forget to check the refrigerator.
4. Tables and Chairs are to be cleaned after use
5. Food or beverage stains left on the carpeting that has to be steamed cleaned due to spillage especially wedding cake and frosting, carpet will be inspected after the event for stains. New stains will results in loss of deposit.
6. The facility will be inspected for damage in any form to the building or its content by rental party or guests after your event.
7. Do Not use rooms that you did not rent
8. Ice scoop is to be kept on top of the ice machine, do not throw scoops into the machine
9. **Turn OFF** all Air Conditioning and Heat Units - - fans to auto position
10. **Turn OFF** all lights
11. **Lock all exterior doors** (you should check all exterior doors)
12. Greenery that has been moved is to be returned to the area it was found
13. **No Candles unless they are in containers. (Fire safety issue)**
14. **Do Not use equipment that was not rented**
15. **Return keys to chamber office the next working day by 4:00 PM.** 100 East Call Street 904-964-5278 **Weekend rentals** the keys must be turned in by 4:00 PM the following Monday

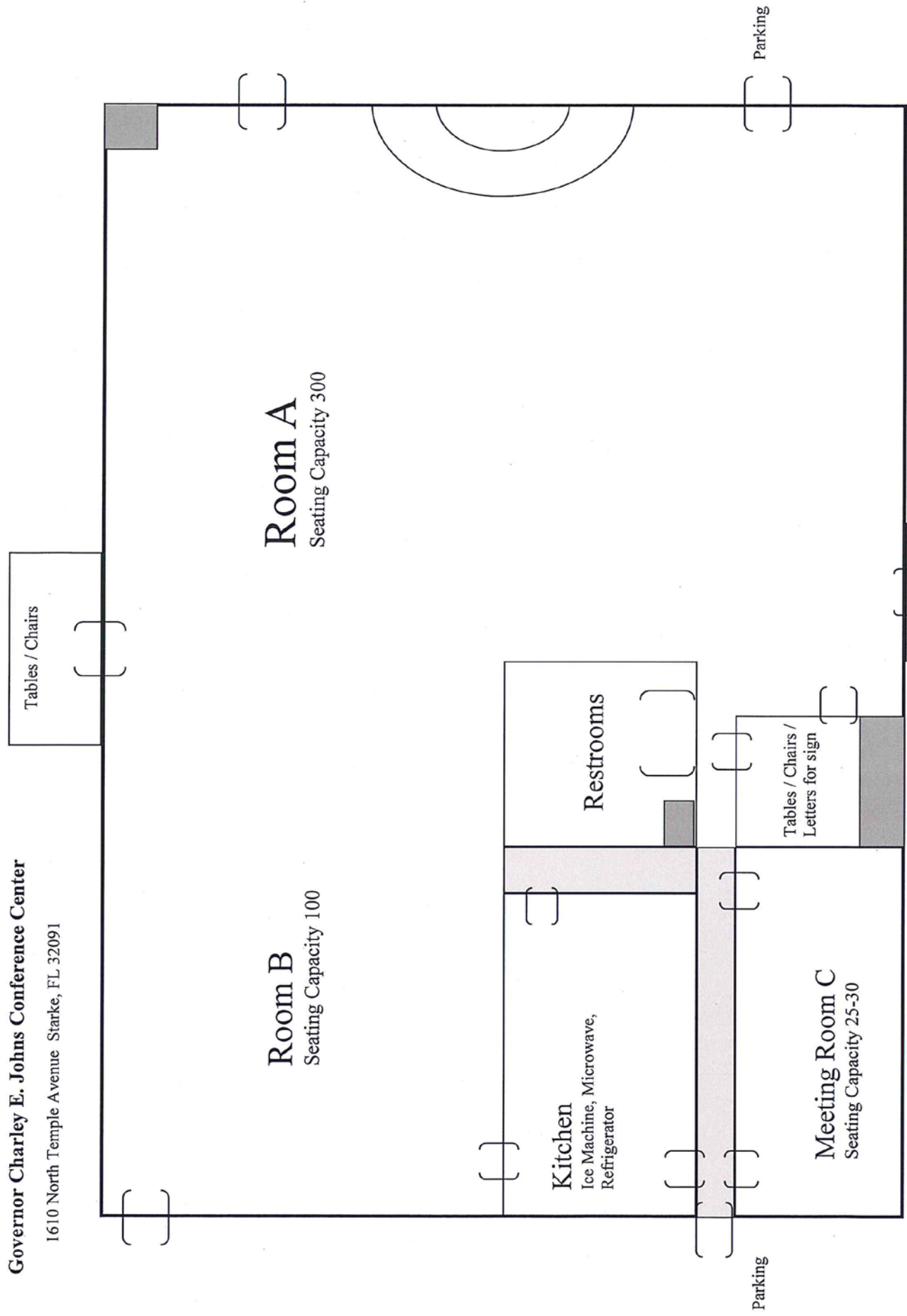
By signing this document the rental party understands the above rules and will comply to receive the deposit paid after their event rental. Refund deposits will be paid by check to rental party two to three weeks after the event.

Rental Party Signature _____ Date _____

T.D.C. Party _____ Date _____

Governor Charley E. Johns Conference Center

1610 North Temple Avenue Starke, FL 32091



Room A
Seating Capacity 300

Room B
Seating Capacity 100

Kitchen
Ice Machine, Microwave,
Refrigerator

Restrooms

Meeting Room C
Seating Capacity 25-30

Foyer

Tables / Chairs

Tables / Chairs /
Letters for sign

Parking

Parking

Lit marquee sign at front of the building may be used to promote your event.