

**Alachua County Agriculture & Equestrian Center**  
Application Procedures for Non-Equestrian / Agriculture Event Rentals

**Due at time of rental confirmation**

Signed Agreement (notarized/witnessed)

Date Received: \_\_\_\_\_

Sunbiz (proof of incorporation as a Florida business)

Non-Refundable Facility Deposit

\$ \_\_\_\_\_ (circle one: check cash credit)

Sales tax exemption (if applicable)

Written list of all animals including details as to species, number of animals and a description as to how they will be exhibited or utilized at least 60 days prior

**Due 30 days prior to move in**

Date Due: \_\_\_\_\_

Signage, Banners, Facility Advertising and Promotional Material Approval

**Due 2 weeks prior to move in**

Date Due: \_\_\_\_\_

Certificate of Insurance listing Alachua County as an "Additional Insured"

Automobile Insurance listing Alachua County as an "Additional Insured"

Worker's Comp (or exemption if applicable)

Site Plan

Exterior signage requests (message board)

Liquor License (if applicable)

On-site Walk Through

Copies of required permits and service provider contracts

Sheriff approved security plan

Final site, safety and parking plans

Determination of additional portable restrooms, dumpsters, and other rentals

Notification of large equipment usage

Load-in/out schedules

Updated attendance number estimates

Provide notice to Alachua County Animal Services, Florida Fish & Wildlife Conservation Commission and *Visit Gainesville, Alachua County, FL* of animal acts

**To be provided upon request**

Name, phone number and address of all persons owning or possessing animals on the premises

Current health certificates for all animals on premises

**Alachua County Agriculture & Equestrian Center**  
Application Procedures for Equestrian / Agriculture Event Rentals

**Due at time of rental confirmation**

Signed Agreement (notarized/witnessed)

**Date Received:** \_\_\_\_\_

Sunbiz (proof of incorporation as a Florida business)

Non-Refundable Facility Deposit

\$\_\_\_\_\_ (circle one: check cash credit)

Sales tax exemption (if applicable)

**Due 30 days prior to move in**

**Date Due:** \_\_\_\_\_

Signage, Banners, Facility Advertising and Promotional Material Approval

**Due 2 weeks prior to move in**

**Date Due:** \_\_\_\_\_

Certificate of Insurance listing Alachua County as an "Additional Insured"

Automobile Insurance listing Alachua County as an "Additional Insured"

Worker's Comp (or exemption if applicable)

Site Plan

Determination of additional portable restrooms, dumpsters, and other rent

Exterior signage requests (message board)

Liquor License (if applicable)

On-site Walk Through (optional)

Copies of required permits and service provider contracts

## Definition of Agriculture & Equestrian Activities

The Alachua County Board of County Commissioners ("Board") has declared the following activities to be pre-approved Agriculture and Equestrian activities that do not require further Board approval prior to the County and Licensee entering into a *License Agreement for the Use of Alachua County Agriculture and Equestrian Center* ("License Agreement"). For Events that include only pre-approved activities, the County's Equestrian/Agriculture Event Rules and Regulations shall apply, and they shall be attached to and incorporated into the License Agreement.

All other proposed activities that include animals (*i.e.*, activities that are not on the pre-approved list) shall be submitted to the Board for pre-approval by placing the proposed License Agreement on the Board's consent agenda at least 30 calendar days prior to the date of the proposed Event. The County's Non-Equestrian/Agriculture Event Rules and Regulations shall apply to all such Events, and shall be attached to and incorporated into any such License Agreement.

The Board reserves the right to revoke or terminate any License Agreement, regardless of whether it involves a pre-approved activity, where the Board determines, in its sole discretion, the proposed activities would violate the County's Animal Exploitation ordinance, as may be amended by the County.

### **Pre-Approved Activities:**

**Barrel Racing** - a rodeo event in which each competitor in turn rides their horse in a set pattern around three barrels in the fastest possible time.

**Breed Shows** - A broad term for exhibitions designed to showcase a single animal breed. In most cases, only purebred animals recorded with a breed registry are eligible to enter and compete. Horses and riders compete for ribbons and points in a variety of english and western classes which are based on the breed.

**Bull Riding** - a rodeo event in which a rider attempts to remain mounted on a bull while the animal bucks. The riders that stay on the longest and receive the highest score from the judge win the class.

**Carriage Driving** - a form of competitive horse driving in harness in which larger two or four wheeled carriages (often restored antiques) are pulled by a single horse, a pair, tandem or a four-in-hand team. Drivers perform tests of patterns for scores.

**Cattle Sorting** - riding on horseback and sorting cows. Each team of riders is faced with a herd of 10 calves, with each calf numbered zero to nine. A judge then calls out a number. Say the judge calls out "three." The riders will then begin sorting the cattle, moving them from one pen to another, beginning with the number three calf and moving on sequentially.

**Clinics** - An educational conference or short course where riders and their horses receive instruction from a professional instructor.

**Colt Starting** - The early education process of training a young horse to accept a rider, usually practiced on a two or three year old horse.

Cutting - a western-style equestrian competition in which a horse and rider work together before a judge or panel of judges to demonstrate the horse's athleticism and ability to handle cattle.

Dog Shows - a competitive event in which dogs are exhibited and judged by an established standard or set of ideals prescribed for each breed.

Dressage - the art of riding and training a horse in a manner that develops obedience, flexibility, and balance. Riders and horse compete against each other in classes based on difficulty, type and skill level of horse/rider.

Drill Teams - A group of horse and riders performing in a synchronized pattern for competition (to be judged against each other) and exhibitions

Equestrian Theatrical Shows / Performance Events – a play or performance on horseback. This does not include circus type events.

Hunter/Jumper - Hunters is where the horse and rider jump a course and the judging is based on accuracy, grace, and elegance. Jumpers is where the horse and rider memorize a course of about 10 jumps. They compete against each for ribbons in classes based on fence height and skill level of rider and horse.

Intercollegiate - Equestrian teams from different colleges and universities compete against each other in English and western horse events

Livestock Shows - an event where livestock are exhibited and judged on certain phenotypical breed traits as specified by their respective breed standard. Species of livestock that may be shown include pigs, cattle, sheep, goats, horses, llamas and alpacas, etc.

Mounted Shooting - Mounted shooting requires skill in both horsemanship and shooting that is measured in the form of competitive events and is one of the fastest growing equestrian sports in the nation. The object of the sport is to shoot ten balloon targets while riding through a variety of challenging courses using specially loaded blank cartridges fired from Old West-style single-action revolvers. It is a high-speed, timed spectator sport in which the competitor who rides the fastest with the least amount of missed targets wins.

The typical event requires two single-action revolvers, each loaded with five blank cartridges. Ten targets are arranged in a horseback riding arena. When the competitor is given a go-signal, indicating the arena is clear of people and hazards, the rider guides his horse across a timer line and engages the ten targets. When all ten targets are engaged, the rider returns across the timer line and his score is determined and recorded. The raw time of the rider is computed and penalties are added for missed targets or failure to follow the specified course or procedure, or knocking over barrels or target stands. The sport is regulated by several governing bodies, including the Cowboy Mounted Shooting Association, Cowboy Sports Association, Single Action Shooting Society, and Mounted Shooters of America.

Open Pleasure Shows - a number of different English riding classes seen at horse shows in the United States, where the horse is ridden in either hunt seat or saddle seat tack. Horses are also shown in halter classes and in hand classes. Riders and horse compete against each other in classes based on difficulty, type and skill level of horse/rider.

Petting Zoo - a zoo at which visitors, especially children, may handle and feed the animals.

Team Penning - a western equestrian sport that evolved from the common ranch work of separating cattle into pens. Riders and horses separate a chosen cow from the herd to demonstrate this skill.

Team Roping - a rodeo event in which horseback riders compete in pairs to rope the horns and legs of a steer in the fastest possible time.

Western Dressage - an equestrian sport that combines the principles of dressage riding and the use of western tack. Riders typically wear western attire, such as button-up shirts, cowboy boots and jeans. All horse breeds are permitted to compete in western dressage. Riders and horse compete against each other in classes based on difficulty and skill level of horse/rider.

## **EXHIBIT C**

### **Equestrian/Agriculture Events Rules and Regulations**

#### **Definitions**

Center – the Alachua County Agriculture and Equestrian Center, which consists of the complex of facilities located at 23100 W. Newberry Road, Newberry, Florida 32669.

Facility – that portion of the Alachua County Agriculture and Equestrian Center described in Exhibit A-1, which is the subject of this Lease Agreement.

Facility Use Agreement (FUA) - a License Agreement for the Use of Alachua County Agriculture and Equestrian Center that has been executed by the Licensee

County - Alachua County

Licensee - The applicant.

Event – the activity or activities authorized to be held at the Facility on a specific date or dates pursuant to a License Agreement for the Use of Alachua County Agriculture and Equestrian Center that has been executed by the Licensee.

#### **Management**

The Center operates under the management of Visit Gainesville, Alachua County, FL, and at the direction of the Alachua County Board of County Commissioners.

During any time covered by a FUA, any County employee, or other County representative, may at no cost, enter, inspect, or search the Facility, and may move in, out, on, or about the entire Facility while conducting his or her official duties. If a matter arises that is not covered under these general rules, the County Manager make a determination that shall be binding on the Licensee.

#### **Scheduling**

The Licensee does not have a confirmed reservation unless and until all required paperwork is submitted, reviewed and approved.

Unless the Licensee has secured the entire Center, there may be times when multiple events are scheduled at the Center. The County reserves the right to schedule multiple events that utilize different portions of the Center.

At least fourteen calendar days prior to the Event, the Licensee must do the following:

Meet with County to determine (if applicable)

- Concession/catering needs
- Decorating needs
- Delivery locations

- Cleaning service needs

Secure required insurance naming Alachua County, its officials, employees, agents, representatives, contractors and volunteers as Additional Insured

Submit to County

- All required Insurance certificate(s)
- Exterior signage requests (i.e. message board)
- Worker's compensation exemption, sales tax exemption, proof of corporation, if applicable
- All required permits and payment of fees due, in accordance with the adopted fee schedule

Meet with onsite Facility staff to confirm event details.

### **Animal Acts**

Non-human primates are prohibited at the Facility. The Event shall not include any animals except for those listed in Exhibit B of the FUA. The County reserves the right to revoke or terminate any FUA, regardless of whether it involves a pre-approved activity, where the Board determines, in its sole discretion, the proposed activities would violate the County's Animal Exploitation ordinance, as may be amended by the County.

### **Facility Modifications**

The Licensee shall not make any modifications to existing grounds, buildings, or equipment without prior written approval from the County. Prior to making any approved modifications, the Licensee shall coordinate the date and time of said approved modification, which shall only occur under the supervision of County employee(s) assigned to the task. The Licensee shall restore all modifications to their original condition before the expiration of this License Agreement.

No permanent improvements may be made to the Facility without prior approval by the County.

Any permanent improvements made become the property of the County and shall be utilized or maintained at the County's discretion.

No electrical wiring alterations are permitted without the prior written permission of the County.

### **Signage**

Licensee shall comply with all signs and postings (e.g., "No Parking", "No Smoking", speed limit signage, etc.).

The Licensee shall submit all signage, banners and advertising at the Facility, or along adjacent public roads, to the County for approval and must receive written approval from the County prior to posting said signage, banners or advertising at the Facility. All signs, banners and advertising must comply with applicable County policies as well as applicable municipal ordinances and state statutes.

The Licensee must submit copies of all proposed advertising and promotional material for the Event to the County, and must receive the written approval from the County prior to publishing said advertising

or promotional materials. All advertising or promotional materials must comply with applicable County policies.

### **Lost/Stolen/Damaged Items**

The County shall not be responsible to the Licensee or any of Licensee's guests, invitees, attendees or anyone else for any equipment, displays, personal items or any other items lost or damaged due to fire, theft or any other causes for loss. The Licensee agrees to hold harmless and indemnify the County for all such claims.

### **Additional Charges**

Additional charges will be assessed to the Licensee on the Final Settlement Statement and are due and payable on receipt of Statement. If additional charges are assessed, Licensee is responsible for payment of these charges to the County. The Licensee shall be in default of the FUA if the Licensee does not pay the additional charges within five calendar days of its receipt of the Final Settlement Statement

Items subject to additional charges include, but are not limited to:

- Keys not returned
- Building(s) or grounds damaged or not cleaned
- Licensee requested and received additional services or items not listed on Exhibit A
- Additional security personnel
- Equipment or persons on the grounds after the agreed upon move-out date/time
- Hold Overs (those staying beyond their move out date) are not permitted without the prior written authorization of the County. Licensee shall be responsible for any damages resulting from unauthorized hold overs.

Any increase to the original Facility Cost Sheet is due and payable prior to move-in.

### **Alcohol**

Alcoholic beverages are permitted. If the Licensee intends to sell alcohol on premises, a copy of the license from the Division of Alcoholic Beverages and Tobacco must be delivered to the County at least 14 calendar days prior to the Event.

Licensee may utilize banners, signage or advertisement of companies that sell or endorse alcoholic products within the Facility.

### **Amplified Sound**

No amplified sound is allowed between 11 p.m. and 7:00 a.m.; this is not a representations that amplified sound outside of this time period complies with applicable noise ordinances. Licensee must comply with applicable noise ordinances.

### **Deliveries**

Licensees shall not have deliveries made to the Facility prior to the Move-InDate. County staff will not accept deliveries for Licensee.

## Equipment Storage

No equipment, supplies or items belonging to the Licensee will be stored at the Facility prior to the Move-In Date or after the Move-Out Date without written permission from the County. Additional charges shall apply for materials stored in violation of this provision.

## Insurance

Licensee is required to procure and produce proof of current insurance in accordance with the limits listed in Exhibit F. Licensee may be required to procure additional insurance depending upon the nature of its event. Insurance will be determined on a case-by-case basis based on the activities proposed by the Licensee. Evidence of all insurances must be provided in accordance with the Reservation Procedures.

## Permits, Licenses and Inspections

Licensee shall obtain all required permits, licenses and inspections for the Event required by federal, state or local laws, rules and regulations.

Except as otherwise provided in these Rules, Licensee shall present copies of required permits, licenses and inspections to the County in accordance with the Reservation Procedures.

Failure of Licensee to comply with all applicable laws, permits, and licenses shall constitute a default by Licensee and shall be grounds for the County to terminate this FUA for cause.

Licensee is responsible for complying with all applicable city, county, state and federal laws and regulations that apply to the specific activities covered under the FUA.

## Setup / Cleanup

Licensee is not permitted to use County equipment and must ensure that all participants and their horses or other animals vacate the arena floor and remain off of the area floor during drags and/or other maintenance.

The Licensee is responsible for all other pre-Event setup, unless as detailed in the FUA. The County will not direct, conduct, manage or set up for Licensee's scheduled event(s). The County may be present during pre-Event setup.

The Licensee is responsible for post-Event breakdown and clean up, unless as detailed in the FUA. The County will not direct, conduct or manage the Licensee's breakdown. The County may be present during post-Event breakdown.

It is the responsibility of the Licensee to provide, as needed, additional trash bins, dumpsters and portable restrooms for their Event(s). The Licensee is responsible for payment of these services and to have all equipment, dumpsters, trailers, etc. removed by the Move-Out Date.

It is the responsibility of the Licensee to ensure trash is deposited in the appropriate receptacles.

The Licensee shall return the Facility to the County in the same condition as received. The clean-up of Facility must be completed by the Move-Out Date.

If there is damage, additional cleanup is needed or equipment is left at the Facility, the County reserves the right to charge the Licensee additional fees for repairs, clean up or storage.

### **Refunds and Cancellations**

The Licensee may cancel with written notice to the County. The amount of refund, if any, will be based on date of cancellation relative to event date. No refunds will be issued for cancellations within 90 days of the Move-In Date.

### **Security, Parking, Rescue and First Aid**

The Licensee may be required to submit a site plan depending on scope of event detailing proposed uses of all locations, including hazards, food/cooking areas, first aid stations, ingress/egress, construction (stages, tents, etc.) areas.

An emergency response rescue unit, law enforcement personnel, or crowd control personnel may be required as deemed necessary by the Sheriff or Fire Marshal for safety purposes. The Licensee shall be responsible for all costs incurred for these services.

Security and safety services must be arranged through the County; no private security is permitted.

The County, Sheriff and Fire Marshal or other appropriate government agency representatives in the performance of their duties are authorized to suspend the event for public safety purposes, violation of building or health codes, failure to obtain required permits, violation of permits, or the description of the event in the application was not accurately described or was misrepresented. The County, Sheriff, or Fire Marshal may limit event attendance for safety or security reasons.

There is NO SMOKING or open flame inside any building or enclosure.

Motorized equipment operators (4-wheeler, golf cart, scooter, etc.) must possess and maintain a valid Drivers' license. Motorized equipment must be of a quiet nature.

All dogs must be leashed pursuant to Alachua County Code Chapter 72, Section 72.20 and 72.21. Failure to comply may result in the impounding of dogs and related impounding fees and charges.

No parking between the barns except during loading and unloading.

## **EXHIBIT C**

### **Non-Equestrian/Agriculture Events Rules and Regulations**

#### **Definitions**

Center – the Alachua County Agriculture and Equestrian Center, which consists of the complex of facilities located at 23100 W. Newberry Road, Newberry, Florida 32669.

Facility – that portion of the Alachua County Agriculture and Equestrian Center described in Exhibit A-1, which is the subject of this Lease Agreement.

Facility Use Agreement (FUA) - a License Agreement for the Use of Alachua County Agriculture and Equestrian Center that has been executed by the Licensee

County - Alachua County

Sheriff - Alachua County Sheriff's Office

Fire Marshall - Alachua County Fire Marshal

Licensee - The applicant.

Event – the activity or activities authorized to be held at the Facility on a specific date or dates pursuant to a License Agreement for the Use of Alachua County Agriculture and Equestrian Center that has been executed by the Licensee.

#### **Management**

The Center operates under the management of Visit Gainesville, Alachua County, FL, and at the direction of the Alachua County Board of County Commissioners.

During any time covered by a FUA, any County employee, or other County representative, may at no cost, enter, inspect, or search the Facility, and may move in, out, on, or about the entire Facility while conducting his or her official duties. If a matter arises that is not covered under these general rules, the County Manager make a determination that shall be binding on the Licensee.

#### **Scheduling**

The Licensee does not have a confirmed reservation unless and until all required paperwork is submitted, reviewed and approved.

Unless the Licensee has secured the entire Center, there may be times when multiple events are scheduled at the Center. The County reserves the right to schedule multiple events that utilize different portions of the Center.

At least fourteen calendar days prior to the Event, the Licensee must do the following:

Meet with County to determine (if applicable)

- Concession/catering needs
- Decorating needs
- Delivery locations
- Cleaning service needs

Secure required insurance naming Alachua County, its officials, employees, agents, representatives, contractors and volunteers as Additional Insured

Submit to County

- List of all service providers with copy of contracts, if applicable
- Copies of DRAFT promotional materials
- Insurance certificate(s)
- Sheriff approved security plan
- Final site, safety and parking plans
- Exterior signage requests (i.e. message board)
- Notification of large equipment usage
- Load in/out schedules
- Updated attendance number estimates
- Worker's compensation exemption, sales tax exemption, proof of corporation, if applicable
- Submit all required permits and payment of fees due, in accordance with the adopted fee schedule

Meet with onsite Facility staff to confirm event details

### **Animal Acts**

Non-human primates are prohibited at the Facility. The Event shall not include any animals except for those listed in Exhibit B of the FUA. The County reserves the right to revoke or terminate any FUA, regardless of whether it involves a pre-approved activity, where the Board determines, in its sole discretion, the proposed activities would violate the County's Animal Exploitation ordinance, as may be amended by the County.

At the time of booking, but no later than 60 days prior to the event, the Licensee shall provide a written list of all animals including details as to species, number of animals and a description as to how they will be exhibited or utilized. If new species are added at a later date, then the notice shall immediately be amended and resent.

The Licensee shall ensure all animals shown or exhibited on the Premises have current health certificates. The Licensee shall bring these certificates to the Premises and make them available for inspection by the County.

Prior to using the Premises for any use involving animals, the Licensee shall provide a notice to (1) Alachua County Animal Services, (2) Florida Fish & Wildlife Conservation Commission, and (3) *Visit Gainesville, Alachua County, FL*. Notice shall be emailed to both [info@visitgainesville.com](mailto:info@visitgainesville.com) and [animals@alachuacounty.us](mailto:animals@alachuacounty.us).

The Licensee shall provide a list, immediately upon request of the County, or Florida Fish and Wildlife Conservation Commission, containing the names, phone numbers, and addresses of all persons owning or possessing animals on the Premises.

The County reserves the right to accept or reject any animal acts on the Premises.

### **Facility Modifications**

The Licensee shall not make any modifications to existing grounds, buildings, or equipment without prior written approval from the County. Prior to making any approved modifications, the Licensee shall coordinate the date and time of said approved modification, which shall only occur under the supervision of County employee(s) assigned to the task. The Licensee shall restore all modifications to their original condition before the expiration of this License Agreement.

No permanent improvements may be made to the Facility without prior approval by the County.

Any permanent improvements made become the property of the County and shall be utilized or maintained at the County's discretion.

No electrical wiring alterations are permitted without the prior written permission of the County.

### **Signage**

Licensee shall comply with all signs and postings (e.g., "No Parking", "No Smoking", speed limit signage, etc.).

The Licensee shall submit all signage, banners and advertising at the Facility, or along adjacent public roads, to the County for approval and must receive written approval from the County prior to posting said signage, banners or advertising at the Facility. All signs, banners and advertising must comply with applicable County policies as well as applicable municipal ordinances and state statutes.

The Licensee must submit copies of all proposed advertising and promotional material for the Event to the County, and must receive the written approval from the County prior to publishing said advertising or promotional materials. All advertising or promotional materials must comply with applicable County policies.

### **Lost/Stolen/Damaged Items**

The County shall not be responsible to the Licensee or any of Licensee's guests, invitees, attendees or anyone else for any equipment, displays, personal items or any other items lost or damaged due to fire, theft or any other causes for loss. The Licensee agrees to hold harmless and indemnify the County for all such claims.

### **Additional Charges**

Additional charges will be assessed to the Licensee on the Final Settlement Statement and are due and payable on receipt of Statement. If additional charges are assessed, Licensee is responsible for payment

of these charges to the County. The Licensee shall be in default of the FUA if the Licensee does not pay the additional charges within five calendar days of its receipt of the Final Settlement Statement

Items subject to additional charges include, but are not limited to:

- Keys not returned
- Building(s) or grounds damaged or not cleaned
- Licensee requested and received additional services or items not listed on Exhibit A
- Additional security personnel
- Equipment or persons on the grounds after the agreed upon move-out date/time
- Hold Overs (those staying beyond their move out date) are not permitted without the prior written authorization of the County. Licensee shall be responsible for any damages resulting from unauthorized hold overs.

Any increase to the original Facility Cost Sheet is due and payable prior to move-in.

### **Alcohol**

Alcoholic beverages are permitted. If the Licensee intends to sell alcohol on premises, a copy of the license from the Division of Alcoholic Beverages and Tobacco must be delivered to the County at least 14 calendar days prior to the Event.

Licensee may utilize banners, signage or advertisement of companies that sell or endorse alcoholic products within the Facility.

### **Amplified Sound**

No amplified sound is allowed between 11 p.m. and 7:00 a.m.; this is not a representations that amplified sound outside of this time period complies with applicable noise ordinances. Licensee must comply with applicable noise ordinances.

### **Deliveries**

Licensees shall not have deliveries made to the Facility prior to the Move-InDate. County staff will not accept deliveries for Licensee.

#### **Equipment Storage**

No equipment, supplies or items belonging to the Licensee will be stored at the Facility prior to the Move-In Date or after the Move-Out Date without written permission from the County. Additional charges shall apply for materials stored in violation of this provision.

### **Insurance**

Licensee is required to procure and produce proof of current insurance in accordance with the limits listed in Exhibit F. Licensee may be required to procure additional insurance depending upon the nature of its event. Insurance will be determined on a case-by-case basis based on the activities proposed by the Licensee. Evidence of all insurances must be provided in accordance with the Reservation Procedures.

### **Permits, Licenses and Inspections**

Licensee shall obtain all required permits, licenses and inspections for the Event required by federal, state or local laws, rules and regulations.

Except as otherwise provided in these Rules, Licensee shall present copies of required permits, licenses and inspections to the County in accordance with the Reservation Procedures.

Failure of Licensee to comply with all applicable laws, permits, and licenses shall constitute a default by Licensee and shall be grounds for the County to terminate this FUA for cause.

Licensee is responsible for complying with all applicable city, county, state and federal laws and regulations that apply to the specific activities covered under the FUA.

### **Setup / Cleanup**

Licensee is not permitted to use County equipment and must ensure that all participants and their horses or other animals vacate the arena floor and remain off of the area floor during drags and/or other maintenance.

The Licensee is responsible for all other pre-Event setup, unless as detailed in this FUA. The County will not direct, conduct, manage or set up for Licensee's scheduled event(s). The County may be present during pre-Event setup.

The Licensee is responsible for post-Event breakdown and clean up, unless as detailed in the FUA. The County will not direct, conduct or manage the Licensee's breakdown. The County may be present during post-Event breakdown.

It is the responsibility of the Licensee to provide, as needed, additional trash bins, dumpsters and portable restrooms for their Event(s). The Licensee is responsible for payment of these services and to have all equipment, dumpsters, trailers, etc. removed by the Move-Out Date.

It is the responsibility of the Licensee to ensure trash is deposited in the appropriate receptacles.

The Licensee shall return the Facility to the County in the same condition as received. The clean-up of Facility must be completed by the Move-Out Date.

If there is damage, additional cleanup is needed or equipment is left at the Facility, the County reserves the right to charge the Licensee additional fees for repairs, clean up or storage.

### **Refunds and Cancellations**

The Licensee may cancel with written notice to the County. The amount of refund, if any, will be based on date of cancellation relative to event date. No refunds will be issued for cancellations within 90 days of the Move-In Date.

### **Security, Parking, Rescue and First Aid**

The Licensee may be required to submit a site plan depending on scope of event detailing proposed uses of all locations, including hazards, food/cooking areas, first aid stations, ingress/egress, construction (stages, tents, etc.) areas.

An emergency response rescue unit, law enforcement personnel, or crowd control personnel may be required as deemed necessary by the Sheriff or Fire Marshal for safety purposes. The Licensee shall be responsible for all costs incurred for these services.

Security and safety services must be arranged through the County; no private security is permitted.

The County, Sheriff and Fire Marshal or other appropriate government agency representatives in the performance of their duties are authorized to suspend the event for public safety purposes, violation of building or health codes, failure to obtain required permits, violation of permits, or the description of the event in the application was not accurately described or was misrepresented. The County, Sheriff, or Fire Marshal may limit event attendance for safety or security reasons.

There is NO SMOKING or open flame inside any building or enclosure.

Motorized equipment operators (4-wheeler, golf cart, scooter, etc.) must possess and maintain a valid Drivers' license. Motorized equipment must be of a quiet nature.

All dogs must be leashed pursuant to Alachua County Code Chapter 72, Section 72.20 and 72.21. Failure to comply may result in the impounding of dogs and related impounding fees and charges.

No parking between the barns except during loading and unloading.

## Parks & Conservation Lands

### Fairgrounds Facilities Rental (adjacent to the Gainesville airport):

Facilities Rental	Fees
• Grounds, Pole Barns, and Parking Lot – Regular Rate September 1 – May 31	
○ Weekday Rate	\$500.00 per day
○ Weekend Rate	\$700.00 per day
• Grounds, Pole Barns, and Parking Lot – Summer Rate June 1 – August 31	
○ Weekday Rate	\$300.00 per day
○ Weekend Rate	\$400.00 per day
• Parking Lot Only	
○ Weekday Rate	\$250.00 per day
○ Weekend Rate	\$500.00 per day
• Security Deposit (Per Event)	
○ Class I	\$1,000 per event
○ Class II	\$2,500 per event
○ Class III	\$5,000 per event
• Electrical Hook-Up Fees	
○ Fairgrounds Midway	\$15.00 per day per panel
○ Fairgrounds Pole Barns	\$15.00 per day per pole barn
○ Fairgrounds Midway 50 amp X 240 volt	\$50.00 per day
• Concession Stands/Food Trucks/Catering Fees	\$25.00 per event for each concession stand, food truck, or catered event
• Fence Panel Rental	\$10.00 per panel per rental event

Fees for Alachua County Youth Fair and Livestock Show, Inc. shall be waived.

Sales Tax will be charged for all rentals

### Alachua County Agricultural & Equestrian Center Facilities Rental:

Facilities Rental	Fees
(1) Basic Amenities: Trash Receptacles, Bathrooms, Bathroom Serviced, Trash Removal, all restroom inventory	\$25 per show day
(2) Covered Arena for Equestrian Events: includes lights, PA system, clubhouse, use of arena as of 12 noon the day before show, footing prep, and 2 drags/show day	\$400 per weekday; \$600 per weekend day
(3) Covered Arena for Non-Equestrian Events: concerts, festivals, political events (spectators, etc.)	\$1,500 per day

Schedule of Fees and Charges for Services

Facilities Rental	Fees
(4) Outdoor Complex: Includes PA system, use of uncovered arena as of 12 noon the day before show, footing prep, and 2 drags/show day	\$200 per day
(5) Custom Ring Preparation: arena prep beyond standard footing preparation (i.e. stock panels, extra sand, etc.)	To Be Determined
(6) Extra Drags: provided by facility equipment and staff	\$30 per extra drag
(7) Dressage Set Up: standard 20m x 60m with letters, markers, and judges box setup and use	\$100 per ring per event
(8) Jump Course and Trail Course: does not include decoration	Set-Up Fee: \$150 Rental Fee: \$150
(9) Stall Rental: Stalls are charged on a per day (12 PM – 10 AM) basis. Each additional day over 2 add \$12 per day.	\$20 per stall per day
(10) Ship in Fee: For horses not using a stall	\$15 per horse per day
(11) Shavings: 2 bags minimum per stall and must be purchased from facility. Competitors may bring their own additional bedding.	Market price per bag
(12) Camper Hookups: hook-up includes water and electric.	\$30 per night plus sales/bed tax
13) Retail/Display Vendor	
• Without Electrical Hook Up (up to 20' x 20')	No Charge
• With Electrical Hook Up (up to 20' x 20')	\$35/Day
• With/without Electrical Hook Up (larger than 20' x 20')	TBD
(14) Clubhouse Rental: includes kitchen area and bathrooms	\$150 per weekday \$275 per Saturday \$200 per Sunday
(15) Food Vendors: vendors must comply with FL Fire and Health Regulations.	\$35 per day per vendor
(16) Non-Refundable Reservation Deposit and Creditable Damage/Cleaning/Security Deposit: per contract with a maximum of \$1,000 per year for producers with multiple events	25% of items 2,3,4,5,7 and 8
(17) Incentive/Appreciation Discount. All new show organizers /producers will receive a one-time appreciation discount (not per event, but once only). Does not apply to clubhouse rentals	10% discount on total bill before tax, and only applies to new contracts.
(18) Clinic Covered Arena Includes PA system, and clubhouse (if available), footing prep and 2 drags per day	\$400 per day
(19) Electrical Hook-Up Fees	
o Fairgrounds Midway	\$15 per day per panel
o Fairgrounds Pole Barns	\$15 per day per pole barn
o Fairgrounds Midway 50 amp x 240 volt	\$50 per day

Fees for Alachua County Youth Fair and Livestock Show, Inc. shall be waived.  
All rentals are subject to appropriate sales tax

**Exhibit A**

**Alachua County Agricultural & Equestrian Center Facilities Rental:**

<b>Facilities Rental</b>	<b>Fees</b>	<b>Qty</b>	<b>Total</b>
(1) Basic Amenities: Trash Receptacles, Bathrooms, Bathroom Serviced, Trash Removal, all restroom inventory	\$25 per show day		
(2) Covered Arena for Equestrian Events: includes lights, PA system, clubhouse, use of arena as of 12 noon the day before show, footing prep, and 2 drags/show day	\$400 per weekday; \$600 per weekend day		
(3) Covered Arena for Non-Equestrian Events: concerts, festivals, political events (spectators, etc.)	\$1,500 per day		
(4) Outdoor Complex: Includes PA system, use of uncovered arena as of 12 noon the day before show, footing prep, and 2 drags/show day	\$200 per day		
(5) Custom Ring Preparation: arena prep beyond standard footing preparation (i.e. stock panels, extra sand, etc.)	To Be Determined		
(6) Extra Drags: provided by facility equipment and staff	\$30 per extra drag		
(7) Dressage Set Up: standard 20m x 60m with letters, markers, and judges box setup and use	\$100 per ring per event		
(8) Jump Course and Trail Course: does not include decoration	Set-Up Fee: \$150 Rental Fee: \$150		
(9) Stall Rental: Stalls are charged on a per day (12 PM – 10 AM) basis. Each additional day over 2 add \$12 per day.	\$20 per stall per day		
(10) Ship in Fee: For horses not using a stall	\$15 per horse per day		
(11) Shavings: 2 bags minimum per stall and must be purchased from facility. Competitors may bring their own additional bedding.	Market price per bag		
(12) Camper Hookups: hook-up includes water and electric.	\$30 per night plus sales/bed tax		
13) Retail/Display Vendor			
• Without Electrical Hook Up (up to 20' x 20')	No Charge		
• With Electrical Hook Up (up to 20' x 20')	\$35/Day		
• With/without Electrical Hook Up (larger than 20' x 20')	TBD		
(14) Clubhouse Rental: includes kitchen area and bathrooms	\$150 per weekday \$275 per Saturday \$200 per Sunday		
(15) Food Vendors: vendors must comply with FL Fire and Health Regulations.	\$35 per day per vendor		
(16) Non-Refundable Reservation Deposit and Creditable Damage/Cleaning/Security Deposit: per contract with a maximum of \$1,000 per year for producers with multiple events	25% of items 2,3,4,5,7 and 8		
(17) Incentive/Appreciation Discount. All new show organizers /producers will receive a one-time appreciation discount (not per event, but once only). Does not apply to clubhouse rentals	10% discount on total bill before tax, and only applies to new contracts.		
(18) Clinic Covered Arena Includes PA system, and clubhouse (if available), footing prep and 2 drags per day	\$400 per day		

Facilities Rental	Fees	Qty	Total
(19) Electrical Hook-Up Fees			
○ Fairgrounds Midway	\$15 per day per panel		
○ Fairgrounds Pole Barns	\$15 per day per pole barn		
○ Fairgrounds Midway 50 amp x 240 volt	\$50 per day		
<b>TOTAL DUE AT TIME OF BOOKING</b>			
<b>(Line #16)</b>			<b>\$</b>

Fees for Alachua County Youth Fair and Livestock Show, Inc. shall be waived.  
All rentals are subject to appropriate sales tax



Farrier Shed

Warm Up Ring 2

Outdoor Ring

Grass Ring

Maintenance

Covered Arena:  
1 main ring or 2  
dressage rings

Clubhouse  
Show Office  
Restrooms  
Patio

Warm Up Ring 1



Stabling Board

Barn E: 40 stalls

Barn D: 40 stalls

Barn CD: 8 Stalls

Barn C: 40 stalls

Barn B: 40 stalls

Barn AB: 8 Stalls

Barn A: 40 stalls



- 39/40
  - 37/38
  - 35/36
  - 33/34
  - 31/32
  - 29/30
  - 27/28
  - 25/26
  - 23/24
  - 21/22
  - 19/20
  - 17/18
  - 15/16
  - 13/14
  - 11/12
  - 9/10
  - 7/8
  - 5/6
  - 3/4
  - 1/2
- RV

Paved Road

Paved Road