

**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 rental

Exterior signage requests (message board)

Liquor License (if applicable)

On-site Walk Through (optional)

Copies of required permits and service provider contracts

**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