

**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)

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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

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Final site, safety and parking plans

☐

Determination of additional portable restrooms, dumpsters, and other rentals ☐

Notification of large equipment usage

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Load-in/out schedules

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Updated attendance number estimates

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

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**To be provided upon request**

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

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Current health certificates for all animals on premises

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