



RENTAL AGREEMENT

Event: _____ Event Date: _____

Organization: _____ Phone Number: _____

Contact Person: _____ Cell Number: _____

Address: _____
City State Zip Code

E-Mail Address: _____ Fax Number: _____

This agreement allows the user to the following:

Banquet Hall **Insurance Required*
 Reception Hall **Insurance Required with Alcohol*
 Exhibit Building 2 **Insurance Required*

Number of Round Tables:		Number of Rectangle Tables:	
Number of Chairs:		Stages - Can Be rented from 1st Street Music, mention Florida Gateway Fairgrounds!	

BACKGROUND CURTAINS & POLES (\$1.00 each): <i>*applies only to Banquet Hall</i>		Set up/Tear Down: \$100 – Banquet Hall \$50 – Reception Hall	
---	--	---	--

Extra Material Charges

Restroom Supplies:		Extra Garbage Bags: <i>*1 bag provided per can</i>		Extra Trash Receptacles:	
---------------------------	--	--	--	---------------------------------	--

FLORIDA GATEWAY FAIRGROUNDS

Rental Agreement

SET UP FOR YOUR EVENT MAY COMMENCE ON: _____ at _____
Date Time

Renter must be off premises no later than:			
\$	Rental Cost		
\$	Refundable Deposit 50% of Deposit is due at time of booking <i>Clean up requirements must be adhered to. Deposit Refunds may take up to ten (10) business days to be returned.</i>		
\$	Insurance	Renter will get insurance from Florida Gateway Fairgrounds	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
\$	Clean Up Fee		
\$	Security \$35 per guard per hour *minimum of 3 guards		
\$	Misc. Charges		
\$	\$150/HR per hour after agreed upon departure:	Number of Hours	Times
\$	Over 110 Volts - \$75 Breaker Fee plus \$25 Set Up Fee *advance notice is required and only FGF Electrician can do hook ups.		
\$	Total to be paid to FLORIDA GATEWAY FAIRGROUNDS. 50% of Deposit is due at time of booking. Balance is due 30 days before the event.		

MINIMUM RETURN CHECK FEE IS \$25 OR 5% OF THE CHECK, WHICHEVER IS GREATER.

Copy of Driver's License:		Put on calendar:		Deposit Made:	
---------------------------	--	------------------	--	---------------	--

Renter is responsible for the following:

Any additional permits or licenses to be obtained by the county.

Liability Insurance coverage totaling \$1,000,000.00 showing Columbia County Resources as co-insured by, is required for all events.

All Checks/Money Orders need to be made payable to:
Florida Gateway Fairgrounds, 164 SW Mary Ethel Lane, Lake City, Florida 32025.

Full refunds will be given to cancellations with a 60-day notice; 50% will be refunded with a cancellation of 30 days and cancellations within 14 days of the event will not be issued a refund without Board approval.

Leasee is held responsible for providing other persons involved in organizing this event with a copy of these rules. No changes will be made to this agreement without the consent of the responsible party. This is a Non-Assignable agreement; Leasee must be present and responsible.

FLORIDA GATEWAY FAIRGROUNDS

Rental Agreement

AGREEMENT RULES:

Set up is the responsibility of the Leasee- unless prior arrangement has been made.

Renting Party is responsible for designating a representative to oversee setting up and meeting a Florida Gateway Fairgrounds (FGF) representative to coordinate a time for key pick up.

Removal of ALL trash, food, and debris (**food must be removed each day**). Renting party must bag all garbage and place in the designated area outside in the dumpster near the parking lot gate. *(see map on page 7)*

Tables and chairs should be wiped down and stacked like you found them before you leave.

In the event of missing, broken, or damaged (glue, paint, scratches, etc.) tables or chairs, the leaser will be charged a fee for any tables or chairs that are broken, damaged or missing.

Staff and management of the Florida Gateway Fairgrounds (FGF) will be allowed to enter all events at no charge. FGF reserves the right to terminate any event if it deemed that a violation has occurred.

Should an event extend beyond the approved time, a fee of \$150.00 per hour will be assessed and deducted from the security deposit.

In consideration of the Florida Gateway Fairgrounds, permitting the undersigned to lease, rent or use the property described as 438 SW SR 247, Lake City, FL 32025, hereinafter referred to as the "Property" on the above. The undersigned has agreed and does hereby agree to indemnify, save and hold harmless the FLORIDA GATEWAY FAIRGROUNDS, Inc. Officers, Board of Directors and their employees for loss of or damage to the property and from any and all liability for damages or injuries, or claims for damages or injuries, to any person or property suffered while on or arising during the use of the property and pay to CCR, upon demand, all damages, costs, expenses and Attorney's fees that the Board may sustain, or become liable or answerable for, or shall pay, upon or in consequence of the use of the property by the undersigned, individually, or by the employees, licensees, guests members and invitees of the undersigned or by any other person with the consent of the undersigned.

It is the responsibility of the Leasee to make sure all guests are following the rule set forth by Florida Gateway Fairgrounds.

FLORIDA GATEWAY FAIRGROUNDS

Rental Agreement

Electrical Power:

Florida Gateway Fairgrounds is not responsible for any loss or inconvenience to the renting party or its guests caused by any electrical power failure or interruption of service.

Event Set-Up:

Set-Up for your event is your responsibility unless other arrangements have been made.

Kitchen:

FLORIDA GATEWAY FAIRGROUNDS **does not** provide utensils, dish liquids, pot cleaners, trash bags or food storage bags. There is 1 garbage bag per can provided if more may be needed, please plan on bringing them. FGF provides toilet paper and paper towels in the restrooms.

Frying is **never** permitted in the kitchen. All cooking needs to be limited to the stove provided. **NO GRILL TOPS!**

Under no circumstances may grease or greasy substances be poured or drained into the sink.

The Renting Party is responsible for making sure all food has been removed from the kitchen area and that the garbage has been taken out. **Food must be removed each day.**

The Renting Party is responsible for ensuring that all caterers remove their equipment, belongings, and all food products from the venue. They must also ensure that the caterers **do not dump grease/oil** anywhere on the property. All cooking needs to be limited to the stove provided.

Renting Party is responsible for ensuring that caterers set up and grill/cook only in approved areas.

Renting Party is responsible for making sure caterers have their equipment removed before the scheduled end of the event. All cooking needs to be limited to the stove provided.

Music:

All music must cease by Midnight the day of the event.

All music and/or amplified sound equipment such as DJ's stereos and bands must be kept at levels that do not disturb adjoining businesses. Failure to abide by this rule will give FGF the right to immediately terminate the event.

The location of bands and amplified sound systems on the midway must be pre-approved by FGF.

Safety & Security:

No illegal drugs are to be consumed on this complex.

Bonfires- There shall be **NO** fires on the property!

Gates and Fencing: renting party is responsible for keeping their guest from climbing or swinging on gates and fencing. Gates and fencing will bend and break, renting party is responsible for any damages to the facility.

Candles/ Open Flames: **No candles or open flames** unless they are contained in glass.

FLORIDA GATEWAY FAIRGROUNDS

Rental Agreement

No Pets, except for service animals, are allowed on property without prior approval from Florida Gateway Fairgrounds (FGF).

No Climbing Trees: Climbing of trees is not allowed.

Children are to be **supervised at ALL times**. Renting Party is responsible for ensuring that all children are supervised and do not leave the area being utilized by the Renting Party. The Flea Market & Barn Areas are off-limits. If you are caught in these areas, you will be made to leave the premise.

The fire alarm should not be pulled unless there is a fire. In the event that the fire alarm is pulled during your event and there is no fire this will result in loss of your deposit and other charges.

Security is required when serving alcohol. Security must be present from the start of your event until the end of the event.

Alcohol:

The renting party shall provide proof of an independent insurance policy covering the distribution of alcohol and shall name **Columbia County Resources** as an additional insured. Said policy must be in the minimum amount of \$1,000,000 coverage.

Renting Party is solely responsible for ensuring compliance with all local, state, and federal laws regarding the consumption, sale, or provision of alcohol during the rental event. Only licensed bartenders are allowed to serve alcohol during events. Security is required if alcohol is being served.

Failure to notify FGF of alcohol consumption, sale or provision will result in loss of deposit and legal action if needed. This responsibility shall include, but not be limited to:

- No under-aged persons are to be served alcohol.
- No obviously intoxicated or disorderly guests are served alcohol.
- No sale of alcohol occurs without the required license. (1 copy must be posted and 1 on file in the Florida Gateway Fairgrounds Office.

Decorations:

Renting Party is responsible for obtaining prior approval from FGF for decorations.

Decorations should not be affixed using nails, staples, tape, tacks, glue or other adhesive materials.

All decoration must be removed on the day of the event. Do not pull-down decorations, please remove them properly.

Any Ceiling draping must be hung by **FLORIDA GATEWAY FAIRGROUNDS approved Event Planner/Decorator**.

Floors:

Sweep and remove items from the floor. There are to be **NO cleaners used** on the floor. **DO NOT** bring water hoses, etc. to clean the floor. This destroys the finish, and **you will forfeit your deposit and incur other charges for damages.**

Trash/Litter:

Renting party must bag all garbage and place in the dumpster on property. *(see map on page 7)*

FLORIDA GATEWAY FAIRGROUNDS

Rental Agreement

The Renting Party is responsible for picking up the litter from the parking area. This includes but not limited to bottles, cans, paper, etc. from all areas inside the FGF premises.

Glass bottles are prohibited.

Vendors:

The Renting Party is responsible for making sure all vendors have cleaned their area and removed their belongings and equipment.

Restrooms:

Renting Party is responsible for making sure their guest does not damage the restrooms. FGF will inspect them prior to the start of the event and after the event. The renting party will be held liable for any damages.

Smoking:

All Indoor venues are NO SMOKING per the Florida Indoor Clean Air Act.

Security:

If security is required: FGF will contact and schedule them for an additional \$35 an hour per security guard.

All Large events must have a minimum of three (3) security guards.

Parking:

NO VEHICLES IN THE BANQUET HALL!

Parking is allowed only in the designated parking area.

Departure:

Rental Party shall complete the cleanup and depart FGF premises by Midnight on the day of the event or as indicated on the Rental Agreement. **Late departure will acquire an additional fee of \$150.00 for each hour after the agreed-upon time.**

The Renting Party is also responsible for making sure all buildings are locked and secured before leaving, as well as all guest, visitors, caterers, and vendors are off the property.

Unauthorized Entrance:

Anyone found on grounds or in the venue without approval will result in loss of full refund.

By signing below, I hereby acknowledge that I have completely read, fully understand, and agree with the Florida Gateway Fairgrounds Rental Agreement and Rules.

Signature of Renting Party

Date

Signature of Florida Gateway Fairgrounds Rep.

Date

FLORIDA GATHERWAY FAIRGROUNDS



Dumpster
Parking
Gate

386-752-8822
 info@floridagatewayfairgrounds.org
 164 SW Mary Ethel Lane
 Lake City, FL 32025
 www.floridagatewayfairgrounds.org

A Fairgrounds Office **B** Exhibit Building 2
A2 Reception Hall **D** Banquet Hall



Town of White Springs Ent. Fund
Payable Check Register - Enterprise
September 2021

Type	Date	Num	Name	Memo	Account	Amount
Sep 21						
Bill Pmt -Check	09/07/2021	14295	Dave Symonds & Associates, Inc		1050 · ENTERPRIS...	-635.80
Bill Pmt -Check	09/07/2021	14296	Duke Energy		1050 · ENTERPRIS...	-2,406.48
Bill Pmt -Check	09/07/2021	14297	Florida Municipal Insurance Trust		1050 · ENTERPRIS...	-4,579.96
Bill Pmt -Check	09/07/2021	14298	Flowers Chemical laboratories, Inc		1050 · ENTERPRIS...	-2,937.00
Bill Pmt -Check	09/07/2021	14299	Graham & Sons Electric, Inc.		1050 · ENTERPRIS...	-1,893.49
Bill Pmt -Check	09/07/2021	14300	Great America Financial Services		1050 · ENTERPRIS...	-43.42
Bill Pmt -Check	09/07/2021	14301	J & S Accounting and Tax	J-2831	1050 · ENTERPRIS...	-2,219.00
Bill Pmt -Check	09/07/2021	14302	Pltney Bowes Global Financial Servi...		1050 · ENTERPRIS...	-471.09
Bill Pmt -Check	09/07/2021	14303	Suwannee Hardware & Feed		1050 · ENTERPRIS...	-8.77
Bill Pmt -Check	09/07/2021	14304	Wex Bank		1050 · ENTERPRIS...	-396.86
Bill Pmt -Check	09/07/2021	14305	Florida DFlorida UC Fund		1050 · ENTERPRIS...	-351.00
Bill Pmt -Check	09/07/2021	14306	Main Street Printing		1050 · ENTERPRIS...	-107.50
Bill Pmt -Check	09/15/2021	14307	Art Walker Construction, Inc		1050 · ENTERPRIS...	-237,628.95
Bill Pmt -Check	09/15/2021	14308	Mittauer & Associates, Inc.		1050 · ENTERPRIS...	-48,410.00
Check	09/15/2021	14309	Art Walker Construction, Inc		1050 · ENTERPRIS...	-104,330.08
Sep 21						-406,418.40

Grant #

\$ 161,050.37

Town of White Springs Payable Check Register - Governmental September 2021

Type	Date	Num	Name	Memo	Account	Amount
Sep 21						
Bill Pmt -Check	09/15/2021		Art Walker Construction Inc		1050 GENERAL CHECKING ...	-104,330.08
Check	09/15/2021		White Springs Town of		1050 GENERAL CHECKING ...	-241,638.95
Bill Pmt -Check	09/07/2021	22256	Donnie Skipper Mechanical ...		1050 GENERAL CHECKING ...	-1,650.00
Bill Pmt -Check	09/07/2021	22257	Duke Energy (22560)	41981-22560	1050 GENERAL CHECKING ...	-2,772.35
Bill Pmt -Check	09/07/2021	22258	Duke Energy Florida, Inc.		1050 GENERAL CHECKING ...	-81.62
Bill Pmt -Check	09/07/2021	22259	First Federal Saving Bank		1050 GENERAL CHECKING ...	-2,595.13
Bill Pmt -Check	09/07/2021	22260	Florida Municipal Ins Trust (...)		1050 GENERAL CHECKING ...	-7,282.54
Bill Pmt -Check	09/07/2021	22261	Great America Financial Ser...		1050 GENERAL CHECKING ...	-101.32
Bill Pmt -Check	09/07/2021	22262	J & S Accounting and Tax		1050 GENERAL CHECKING ...	-2,219.00
Bill Pmt -Check	09/07/2021	22263	Live Oak Pest Control		1050 GENERAL CHECKING ...	-93.00
Bill Pmt -Check	09/07/2021	22264	Lowe's	9900 071178 0	1050 GENERAL CHECKING ...	-678.02
Bill Pmt -Check	09/07/2021	22265	Office Depot,		1050 GENERAL CHECKING ...	-99.76
Bill Pmt -Check	09/07/2021	22266	Pitney Bowes, Inc.		1050 GENERAL CHECKING ...	-59.44
Bill Pmt -Check	09/07/2021	22267	Ricky Brown		1050 GENERAL CHECKING ...	-200.00
Bill Pmt -Check	09/07/2021	22268	Riverbend News C & E Inc		1050 GENERAL CHECKING ...	-60.00
Bill Pmt -Check	09/07/2021	22269	Suwannee Hardware & Feed		1050 GENERAL CHECKING ...	-384.35
Bill Pmt -Check	09/07/2021	22270	Suwannee Valley Electric (3...	3757700	1050 GENERAL CHECKING ...	-10.00
Bill Pmt -Check	09/07/2021	22271	Suwannee Valley Electric (7...	791700	1050 GENERAL CHECKING ...	-1.02
Bill Pmt -Check	09/07/2021	22272	The Law Offices of Joel F. F...		1050 GENERAL CHECKING ...	-3,240.00
Bill Pmt -Check	09/07/2021	22273	Tim Trott Audio, Inc.		1050 GENERAL CHECKING ...	-23.00
Bill Pmt -Check	09/07/2021	22274	USA Bluebook		1050 GENERAL CHECKING ...	-128.87
Bill Pmt -Check	09/07/2021	22275	Wax Bank		1050 GENERAL CHECKING ...	-622.85
Bill Pmt -Check	09/07/2021	22276	White Springs Town of		1050 GENERAL CHECKING ...	-34.83
Bill Pmt -Check	09/07/2021	22277	Florida Dept of Revenue FL ...		1050 GENERAL CHECKING ...	-342.00
Bill Pmt -Check	09/07/2021	22278	Main Street Printing		1050 GENERAL CHECKING ...	-107.50
Check	09/07/2021	22283	VOID		1050 GENERAL CHECKING ...	0.00
Bill Pmt -Check	09/21/2021	22299	AT & T Mobility		1050 GENERAL CHECKING ...	-663.00
Bill Pmt -Check	09/30/2021	22314	Florida Blue		1050 GENERAL CHECKING ...	-1,484.80
Bill Pmt -Check	09/30/2021	22315	Hamilton Country Sheriff's O...		1050 GENERAL CHECKING ...	-16,500.00
Sep 21						-387,403.43

Grant funds

\$ 41,434.40

Town of White Springs Unpaid Bills Detail As of October 12, 2021

What is this?

Type	Date	Num	Due Date	Aging	Open Balance
4allofus10					
Bill	08/22/2021	7YR0...	09/01/2021	41	70.62
Total 4allofus10					70.62
Ag-Pro Live Oak					
Bill	09/02/2021	S24712	09/12/2021	30	194.57
Bill	09/02/2021	S24714	09/12/2021	30	160.78
Total Ag-Pro Live Oak					355.35
Duke Energy (22560)					
Bill	09/17/2021	Sept ...	10/12/2021		2,715.12
Total Duke Energy (22560)					2,715.12
E & H Tire					
Bill	08/24/2021	554013	09/03/2021	39	321.00
Total E & H Tire					321.00
Florida Blue					
Bill Pmt -Check	09/30/2021	22314			-7.20
Bill	09/30/2021	Chec...	10/10/2021	2	7.20
Total Florida Blue					0.00
Florida Department of Revenue					
Bill	09/13/2021	1442...	09/13/2021	29	79.40
Total Florida Department of Revenue					79.40
Florida League of Cities					
Bill	10/01/2021	Annu...	10/11/2021	1	546.00
Total Florida League of Cities					546.00
Florida Municipal Ins Trust (0640)					
Bill	09/14/2021	ANC-...	10/01/2021	11	388.00
Total Florida Municipal Ins Trust (0640)					388.00
Florida Municipal InsTrust (FH0640)					
Bill	10/01/2020	Oct 2...	10/11/2020	366	39.26
Bill	11/01/2020	Nov 2...	11/11/2020	335	39.26
Bill	12/01/2020	Dec 2...	12/11/2020	305	39.26
Bill	01/01/2021	Jan 2...	01/11/2021	274	39.26
Bill	02/01/2021	Feb 2...	02/11/2021	243	39.26
Total Florida Municipal InsTrust (FH0640)					196.30
Great America Financial Services					
Bill	09/20/2021	3013 ..	10/15/2021		83.12
Total Great America Financial Services					83.12
Information Management Services					
Bill	09/05/2021	21-016	09/05/2021	37	34.90
Bill	10/05/2021	21-017	11/04/2021		44.90
Total Information Management Services					79.80
J & S Accounting and Tax					
Bill	09/01/2021	33522	09/11/2021	31	1,050.00
Bill	09/07/2021	33530	09/17/2021	25	64.00
Bill	09/13/2021	33573	09/23/2021	19	86.00
Bill	09/27/2021	33603	10/07/2021	5	468.00
Total J & S Accounting and Tax					1,668.00

Town of White Springs Unpaid Bills Detail As of October 12, 2021

Type	Date	Num	Due Date	Aging	Open Balance
LEAF					
Bill	09/28/2021	1237...	10/23/2021		190.95
Total LEAF					190.95
Office Depot.,					
Bill	09/09/2021	1946...	10/09/2021	3	133.65
Bill	09/10/2021	1929...	10/10/2021	2	67.45
Bill	09/09/2021	1931...	10/10/2021	2	34.50
Total Office Depot.,					235.60
Riverbend News C & E Inc					
Bill	08/11/2021	4588	08/21/2021	52	69.50
Total Riverbend News C & E Inc					69.50
Suwannee Hardware & Feed					
Bill	07/05/2021	0705...	07/15/2021	89	296.15
Bill	07/06/2021	0706...	07/16/2021	88	57.05
Bill	07/29/2021	0729...	08/08/2021	65	89.94
Bill	08/02/2021	0802...	08/12/2021	61	257.10
Bill	08/03/2021	0803...	08/13/2021	60	35.88
Bill	08/25/2021	0825...	09/04/2021	38	345.68
Total Suwannee Hardware & Feed					1,081.80
Suwannee Valley Electric (3757700)					
Bill	09/22/2021	Oct 2...	10/12/2021		29.66
Total Suwannee Valley Electric (3757700)					29.66
Suwannee Valley Electric (791700)					
Bill	09/22/2021	Oct 2...	10/12/2021		8.84
Total Suwannee Valley Electric (791700)					8.84
The Law Offices of Joel F. Foreman					
Bill	10/01/2021	1063	10/30/2021		1,260.00
Total The Law Offices of Joel F. Foreman					1,260.00
Wex Bank					
Bill	08/31/2021	7370...	09/22/2021	20	881.02
Total Wex Bank					881.02
TOTAL					10,260.08

Town of White Springs Ent. Fund
Unpaid Bills Detail
As of October 12, 2021

Type	Date	Num	Due Date	Aging	Open Balance
Blue Cross Blue Shield of Florida					
Credit	09/30/2021	Chec...			-7.20
Bill	09/08/2021	7532...	09/01/2021	41	7.20
Total Blue Cross Blue Shield of Florida					0.00
Columbia County Health Department					
Bill	10/04/2021	EHD-...	10/14/2021		300.00
Total Columbia County Health Department					300.00
Duke Energy					
Bill	09/17/2021	Sept ...	10/12/2021		2,978.18
Total Duke Energy					2,978.18
Florida Fill & Grading, Inc					
Bill	09/02/2021	In21-...	09/12/2021	30	1,908.01
Total Florida Fill & Grading, Inc					1,908.01
Flowers Chemical laboratories, Inc.					
Bill	08/24/2021	479834	09/03/2021	39	169.00
Bill	08/30/2021	481276	09/09/2021	33	124.00
Bill	09/27/2021	482563	10/07/2021	5	129.00
Bill	09/28/2021	484149	10/08/2021	4	124.00
Total Flowers Chemical laboratories, Inc.					546.00
Great America Financial Services					
Bill	09/20/2021	3013...	10/15/2021		35.62
Total Great America Financial Services					35.62
J & S Accounting and Tax					
Bill	09/01/2021	33522	09/11/2021	31	1,050.00
Bill	09/07/2021	33530	09/17/2021	25	64.00
Bill	09/13/2021	33573	09/23/2021	19	86.00
Bill	09/27/2021	33603	10/07/2021	5	468.00
Total J & S Accounting and Tax					1,668.00
Lanier Municipal Supply Co., Inc.					
Check	05/12/2021	14248			-1,490.76
Total Lanier Municipal Supply Co., Inc.					-1,490.76
Suwannee Hardware & Feed					
Bill	07/05/2021	0705...	07/15/2021	89	157.35
Bill	08/02/2021	0802...	08/12/2021	61	53.60
Total Suwannee Hardware & Feed					210.95
U S Dept of Agriculture Rural Development					
Bill	09/17/2021	2-270...	09/27/2021	15	34.83
Total U S Dept of Agriculture Rural Development					34.83
Waste Pro- Lake City					
Bill	06/30/2021	0000...	07/10/2021	94	7,920.24
Bill	07/31/2021	0000...	08/10/2021	63	7,920.24
Bill	08/31/2021	289961	09/10/2021	32	7,920.24
Total Waste Pro- Lake City					23,760.72
Wex Bank					
Check	10/23/2020	14146			-1,284.44
Bill	08/31/2021	7370...	09/22/2021	20	383.51
Total Wex Bank					-900.93

Town of White Springs Ent. Fund
Unpaid Bills Detail
As of October 12, 2021

Type	Date	Num	Due Date	Aging	Open Balance
Winsupply					
Bill	08/19/2021	0789...	08/29/2021	44	34.82
Bill	08/20/2021	0790...	08/30/2021	43	78.68
Total Winsupply					113.50
TOTAL					29,164.12