

# East Carolina Agriculture and Education Center

**Physical Address:** 1175 Kingsboro Road, Rocky Mount, NC 27801

**Mailing Address:** c/o Edgecombe County Extension Office

PO Box 129, 201 St. Andrew St, Tarboro, NC 27886

Extension Telephone (252) 641-7827

## Rental Contract Terms and Conditions of Use

This agreement is made and entered into the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ by and between East Carolina Agriculture and Education Center hereinafter referred to as the Licensor, and \_\_\_\_\_ hereafter referred to as the Licensee.

### Licensee Information:

Name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Other \_\_\_\_\_

The Licensee agrees to rent areas specified in this Contract from the East Carolina Livestock Arena Board during the time(s) and date(s) specified in this Contract. The specified areas will be available to the Licensee during the indicated time(s) ONLY; therefore, the Licensee should include sufficient time for set-up and clean-up.

### Event Information:

Date(s) Rented: \_\_\_\_\_

Nature of Event: \_\_\_\_\_

Expected Attendance \_\_\_\_\_ Event time: Start \_\_\_\_\_ End \_\_\_\_\_

### Area Rented:

- Banquet/Meeting Room \_\_\_\_\_ (\$400 per day)
- Barn only \_\_\_\_\_ (\$500 per day)
- Barn & Sales Ring \_\_\_\_\_ (3 day sale \$1000 + \$200 per day after 3 days)
- Kitchen \_\_\_\_\_ (\$150 per day)
- Sales Ring & Theater \_\_\_\_\_ (\$300 per day)
- Show Ring \_\_\_\_\_ (\$250 per day)

**Rental of: \$ \_\_\_\_\_ + \$200 Clean-up fee = Total Rental of: \$ \_\_\_\_\_**

- A **signed rental contract** along with a **\$200 NON-REFUNDABLE deposit** and **1/2 of rental fee** is due within two (2) weeks of making your reservation to hold your reservation.
- The remaining 1/2 rental fee is due when the keys are picked up from the Extension Office.
- If facility is available, decorating may be done 24 hrs. ahead of time (note decorating policy).
- Renters are responsible for setting up for meetings and cleaning up the trash after the meeting.
- Make check Payable to: **East Carolina Livestock Arena, PO Box 129, Tarboro, NC 27886**

**Will alcohol be served? Yes \_\_\_\_\_ No \_\_\_\_\_ (No alcohol where youth 21 or under are present).**

*If no continue to next section.*

**If yes – initial all lines below.**

The necessary **ABC permit** will be obtained from the North Carolina Alcoholic Beverage Control Commission (919-779-0700) and a copy will be provided before my event.

One **security officer** will be provided by the licensee for the first 200 people in attendance and two security officers for any above 200 and up to the limit of 280 people.

The licensee will provide a **Certificate of Liability Insurance for at least \$1 Million** which assumes, in writing, liability for matters arising from the serving of beer, fortified wine or spirituous liquor. The liability policy shall be secured for the above event and will name the **“East Carolina Livestock Arena Board” as additional insured**. A copy of the policy will be turned in at least 48 hours prior to the event, if not sooner.

The Licensee furthermore understands that this Agreement is binding on both parties and the organizations they represent.

Licensee cannot assign, transfer or subject this agreement to another organization, affiliate or party thereof not responsible for payment in this agreement.

If any portion of this agreement is found in violation of the laws or public policy of the State Of North Carolina and thus invalid or unenforceable, all other provisions shall nevertheless continue in full force and effect. No illegal activity is permitted in or around the East Carolina Agriculture and Education Center as defined by the General Assembly of the State of North Carolina or the Federal Government.

Upon signature of this contract, the Licensee agrees with the Policies and Procedures provided to them by Licensor.

**LICENSEE:**

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Organization \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Date Signed \_\_\_\_\_

**EAST CAROLINA AGRICULTURE AND EDUCATION CENTER:**

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Organization \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Date Signed \_\_\_\_\_

Office Use Only:  
Contract Amount: \_\_\_\_\_  
Date Deposit Paid: \_\_\_\_\_  
Check # \_\_\_\_\_  
Deposit Amount Paid \_\_\_\_\_

Balance:  
Date Balance Paid: \_\_\_\_\_  
Check # \_\_\_\_\_  
Amount Paid \_\_\_\_\_