

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) 641-7821

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 & Kitchen _____ (\$900 per day)
(Monday-Thursday)
- Weekend Rental _____ (\$1350 per weekend)
(5:00PM Fri. – 1:00PM Sun. Kitchen included)
- Barn & Sales Ring _____ (3 day sale \$1000 + \$200 per day after 3 days)
- Sales Ring & Theater _____ (\$300 per day)
- Show Ring _____ (\$250 per day)

Total Rental of: \$ _____ - \$500 Reservation Fee = Remaining Fee of: \$ _____

- ⇒ A **signed rental contract** and a **\$500 Reservation Fee** are due within two (2) weeks of making your reservation to hold your reservation. **This reservation fee is non-refundable**; however, it is deducted from the total rental fee.
- ⇒ The remaining rental fee is due when the keys are picked up from the Extension Office.
- ⇒ Make check payable to **East Carolina Livestock Arena, PO Box 129, Tarboro, NC 27886**
- ⇒ Renters are responsible for setting up meetings and cleaning up the trash after the meeting.

I have read and understood the above statements and agree to comply. _____ Initials & Date

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

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 Licensors.

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 _____

East Carolina Livestock Arena, Inc.

PO Box 129
Tarboro, NC 27886

THIS FACILITY IS OWNED BY THE EAST CAROLINA LIVESTOCK ARENA BOARD

(252) 641-7821

East Carolina Agriculture & Education Center

Facility Guidelines

When using this facility, you are responsible for:

1. Picking up keys from the NC Cooperative Extension, Edgecombe Office (address: 201 Saint Andrews St., Tarboro, NC 27886) 24 hours before the rental.
 - a. Office hours are 8:00AM to 5:00PM Monday through Friday.
2. Room Set-Up
3. Unlocking front gate(s).
4. Unlocking doors to the facility.
 - a. A tool must be used to keep front doors open. A small screwdriver works well, but a car or door key will work too. Insert it in a hole beneath the handle, push up, and turn while holding the long, inside door handle in.
5. Turning on or up air conditioning or heat in time to warm/cool the facility to the desired temperature by your meeting time.
 - a. Thermostat locations: 1 by the kitchen, 2 across from the office on the lobby wall, and 2 in the meeting room on left-hand wall.
6. Turn off the air conditioning or heat before leaving. OR, if the heat was on, turn the thermostat down to the original temperature.

7. Turn on any lights needed upon arriving. Lobby light switches are in the corner of the office diagonally across from the door. Outdoor light switches are located in the storage room in the far-left-hand corner as you enter.
8. Liners should be placed in trash cans before use. Cans and liners are in the storage room.
9. Before leaving all trash cans, including ones in the restrooms, should be emptied into the dumpster. The dumpster is located along the fence closest to the railroad track.
10. If using the kitchen, all supplement items in the kitchen are **OFF LIMITS**. This includes any food, drinks, paper products, utensils, etc. Please bring what you need.
11. If food is being served, all tables should be covered, and all coverings should be removed after the event. You will need to furnish table clothes.
12. Spills should be cleaned up immediately during an event for safety. A mop is located in the kitchen.
13. Turn off all lights before leaving.
14. Lock all doors, inside and out, before leaving using the same method used to unlock them).
15. Pull front gate(s) back together and lock before leaving.
16. Bring the keys back to the NC Cooperative Extension, Edgecombe Office (address: 201 Saint Andrews St., Tarboro, NC 27886) on the first business day after your event

I have read and understood the above guidelines and agree to comply.

_____ Initial & Date