

**4021 W. Hwy 22
 Corsicana, TX 75110
 (903) 872-7600
 FAX (903) 872-0800
 ncec@att.net**

Arena Contract

I. Rates: Please call for rates- 903-872-7600

	Rental Rate	Deposit (Refundable)
Indoor Arena	/day (8:00 am – 2:00 am) /4 hrs (day time only – no lights)	
Indoor Arena & Rodeo Pens	/day	
Indoor & Outdoor Arenas	/day /day with guarantee of 50 stalls /day with guarantee of 25 stalls	
Outdoor Arena	/day	
Tractor Fuel Surcharge	/day	
Goat Barn Back Barn	/day /day	
Set Up Fee (Taking down Stalls before show & Putting Stalls back up)		
Small Vernon Room Large Vernon Room Combined Rental (Large & Small Vernon Rooms)	/day /day /day	
Concession Stand	/day your use /day provided	
Early set up		
Late clean up		
Stalls	/day / 2 days / 7 days	
RV Hook Ups (Water & Electricity) Dump	/day / 7days	
Shavings		
Security	/hr/officer no alcohol /hr/officer alcohol	

Lessee initials : _____

Date: _____

II. Reservations and Fees:

1. Checks returned for any reason will be charged \$25.00
2. No rental is recognized without a paid deposit and a signed contract on file with the NCEC Office.
3. Cancellation of a reservation less than 6 months prior to the rental will result in a forfeiture of \$200.00/reserved day of the deposit.
4. All other fees must be paid on/or before the rental date except stall and RV hookups, which must be paid prior to the lessee leaving the NCEC. The lessee is responsible for all stall and RV hookup fees.
5. Rental rates and fees are subject to an annual adjustment of 3-5 % annually. Rate/fee adjustments will be voted on in July.

III. Rules:

1. Early Set Up/Use: Lessee may set up after 4:00 pm the day prior to the lease with no additional charge. But, setting up prior to the 4:00 pm set up time or use of the Indoor Arena the night before the lease requires an Early Set Up/Use fee.
2. Late Clean Up: Lessee must have the NCEC clean and all belongings removed from the NCEC by 12:00 noon the day following the lease. Late clean up will require a Late Clean up Fee.
3. Cleaning: Clean all areas of Navarro County Exposition Center prior to leaving following the lease. A failure to do so will result in the cost of cleaning being deducted from the Deposit. Clean the arena, the stands, the grounds (inside and outside) and the concession stand (if leased). Trash barrels should be emptied into the large dumpsters. Manure is to be placed in the appropriately marked barrels or designated area.
4. Damage: Please remember that lessee is responsible for any damage incurred while lessee is utilizing the NCEC. Inspect the facility and report any areas of concern or damages to the NCEC prior to lessee's use.
5. Arrangements: Lessee is responsible for contacting the NCEC four (4) weeks prior to the lease regarding any set up requests. The NCEC does not guarantee any arrangements unless it is in writing and signed by an NCEC representative. (Equine stalls generally cannot be taken down.)
6. Tractor: Use the tractor in a safe and correct manner. NCEC is not responsible for injuries or damage caused by operators of this equipment. The lessee will be charged for any damage due to abuse by the lessee.
7. Bedding: No straw or hay will be used as bedding in the NCEC. All livestock and horses will be bedded in shavings. Each stall will be required to have a minimum of 2 bags of shavings if an animal utilizes it for more than two (2) hours. Shavings bags may be brought in or purchased on the NCEC grounds. NCEC shavings are to be paid for when picked up unless prior arrangements have been made.
8. Water: Water is supplied for livestock and horse consumption and washing. Wash animals only in the provided wash racks. Do not empty buckets of water in the stalls.
9. Barn Rules: Barn Rules are posted and are to be enforced.
10. Alcoholic Beverages: With regard to the serving of alcoholic beverages at the center, the Navarro County Exposition Center requires all renters and/or users of the premises who plan on serving alcoholic beverages to do so in compliance with the laws and statutes of the State of Texas as controlled, monitored and enforced by the Texas Alcohol Beverage Commission. In addition, specifically, **no alcoholic beverage will be SOLD to any individual on the center's premises and no alcoholic beverage will be served to any minor on the premises, regardless of parental consent.**

Lessee initials: _____

Date _____

11. Security:

- 1) Events without alcohol: Certified Peace Officer security is available if requested by the lessee or required by NCEC Management for the events that do not serve alcohol. The security officer will be employed by the Navarro County Sheriffs Dept. The fee is \$ 25.00 per hour, per officer. The lessee is responsible for paying all security charges in advance.
- 2) Events with alcohol: Security by a Certified Peace Officer is REQUIRED for events that are serving alcoholic beverages. The security officers will be employed by the Navarro County Sheriffs Department. For 0-300 people 2 security officers will be required at a rate of \$ 25.00 per hour, per officer with a 4 hour minimum. The security officer will be authorized to terminate a function at any point that he/she determines it is necessary. (There will be no return of any portion of the rental fee if this occurs.) The security officer may call in additional officers in the event the attendance exceeds 300. The additional fee will be due the next business day after the rental.

12. **Liability Insurance:** The Navarro County Exposition Center will require any Lessee and/or user of the premises to obtain and provide the center’s manager with a copy of a liability insurance policy effective during the time the center is leased or used for a meeting or event. The policy, which will be in addition to the center’s permanent liability insurance policy, will hold harmless the center, its directors and officers, its manager, and/or any other associate of the center. Lessee agrees to indemnify Lesser from any and all claims for damages or injury to persons or property as a result of Lessee occupancy and use of leased facility. Lessee agrees to provide prior to occupation of the facilities a public liability insurance policy in which both Lessee and Lesser are named as insured of an acceptable certificate of insurance with a minimum policy limit of \$100,000.00 combined single limits. The terms of coverage are to coincide with the dates of this agreement, including move in and move out dates.

13. **Liability:** The Navarro County Exposition Center is not responsible for any accidents or injuries to persons, property or livestock.

14. **Laws:** All Federal, State and Local laws must be adhered to; violation of laws will cancel the lease and forfeit all deposits.

15. **Right to Refuse:** The Navarro County Exposition Center or designee has the right to refuse lease if the proposed event conflicts with scheduled events or if the proposed use is perceived to be physically detrimental to the facility.

16. **Right to Terminate:** The NCEC retains the right to terminate an event at any time if the NCEC management or representative deems the event to be physically detrimental to the NCEC facilities or endangering individuals on the premises. The rental fee will not be refunded if the event is terminated prior to completion.

IV. Forfeiture of Deposits:

- 1. Forfeiture of Deposits can occur if there is an infraction of any item listed under **III. Rules.**
- 2. The Deposit will be refunded after inspection, not before, and only if the facility is left in clean condition and no damage has occurred. Allow 5 working days after the lease before return of the deposit.

Lessee initials: _____

Date _____

V. Lessee Information:

Statement of Certification

I, _____ certify that I have read and agree to abide by the terms of this contract

RENTAL DATE(S): _____

TYPE OF EVENT: _____

TIME OF EVENT: _____

NAME OF LESSEE: _____

ADDRESS: _____

PHONE: _____

E-MAIL ADDRESS: _____

DRIVERS LICENSES NUMBER: _____

* Photocopy of drivers license required

NCEC Lessee

NCEC Representative

Date

Date

Navarro County Exposition Center Arena Lease Worksheet

Rental Date (s): _____

Organizational Name: _____

Type of Event: _____

Deposits:	Date Received/Sent	Check or CR #	Amount	NCEC Initials
Indoor Arena				
Indoor Arena & Rodeo Pens				
Indoor & Outdoor Arenas				
Outdoor Arena				
Goat Barn				
Small Vernon Room				
Large Vernon Room				
Combined Both Rooms				
Deposit Returned				

Lease:	Days/Time	Rate	Date Received	Check or CR #	Amount	NCEC Initials
Indoor Arena						
Indoor Arena & Rodeo Pens						
Indoor & Outdoor Arenas						
Outdoor Arena						
Tractor Fuel Surcharge		/day				
Goat Barn						
Back Barn with no stalls						
Small Vernon Room						
Large Vernon Room						
Combined Both Rooms						
Early Set Up/Use						
Late Clean Up						

Concession Stand:	Days	Rate	Date Received	Check or CR #	Amount	NCEC Initials
Rented						
Provided *						

* NCEC does not provide the concession. Organizations or individuals rent the concession stand to provide to the lessee. Thus, there is no warrantee or implied warrantee from the NCEC regarding the concession stand.

Shavings	Number	Fee	Date Received	Check or CR#	Amount	NCEC Initials
Estimated						
Used						

Stalls:	Number	Rate	Date Received	Check or CR#	Amount	NCEC Initials
Estimated						
Used		/ day / 2 days				

RV hookups:	Number	Rate	Date Received	Check or CR #	Amount	NCEC Initials
Estimated						
Used						

Lessee initials: _____

Date _____

Navarro County Exposition Center

Independent Concession Contract

I. Consent:

Lease Date(s): _____

Lessee of NCEC: _____

Statement of Authorization:

I, _____ as _____
(Name) (Position)

of the _____ give permission for
(Organization)

_____ to provide a concession stand for me during my lease of
(Concession Provider)

the NCEC. I understand that I will pay no lease fee to the NCEC for this service. The Concession Stand Fee will be paid by the concession provider.

(Authorized Signature)

II. Concession Provider Information:

CLUB/ORGANIZATION: _____

RESPONSIBLE PARTY: _____

ADDRESS: _____

PHONE: _____

	Days	Rate	Date Received	Check or CR #	Amount	NCEC Initials
Concession Stand						