



## Jackson County Agricultural Facility

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### EFFECTIVE – ALL BOOKINGS AFTER 1/1/2023 Facility Use Contract

Name of Group/organization \_\_\_\_\_

Address/City/State/ZIP \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone Number \_\_\_\_\_

Date(s) to Reserve Facility \_\_\_\_\_ Time \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Date(s) to Reserve Facility \_\_\_\_\_ Time \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Describe Event or Activity \_\_\_\_\_

Approximate Number of People to Use Facility \_\_\_\_\_

#### Areas of Facility Requested (Youth Livestock Rates)

Facility	Rate	Total
Agricultural Indoor Arena	\$350.00/ day	
Agricultural Indoor Arena with Kitchen ( i.e., use of all facilities in the front of building and arena area)	\$500.00 / day	
Conference Room (alone)	\$175.00	
Livestock Barn (Cattle or other large haltered animals)	\$220.00 per side - (bedded tie-ins, approx.. 20 head per side) - \$350.00 Cleaning fee	
Livestock Barn with small animal pens (Swine, sheep, goats)	\$7.00 per pen- plus \$350.00 cleaning and installation fee ( add \$150.00 if bedded arena made in rear barn)	

**Areas of Facility Requested (Commercial Rates -paid sporting events, etc.)**

<b>Facility</b>	<b>Rate</b>	<b>Total</b>
Agricultural Indoor Arena ( with HVAC)	\$650.00/ day	
Agricultural Indoor Arena with Kitchen ( i.e., use of all facilities in the front of building and arena area) (with HVAC)	\$950.00 / day	
Conference Room (alone)	\$300.00	
18,500 square foot Multipurpose room in rear of building (Not centrally heated and cooled)	\$650/ day	

**Additional equipment/ services provide at additional charge:**

- Additional chairs - \$1.00/each, additional tables, \$10.00/ each
- Cattle scales @ \$20.00, Sheep/Swine/Goat scales @ \$10.00

**\*\* (new) - The Jackson County Agricultural Facility now has eight (8) RV parking sites with water and power (50 amp/30 amp). Please call for reservations. Price is \$40.00 per night**

**ALL RATES LISTED ARE SUBJECT TO CHANGE. EVENT PRICING IS LOCKED IN FOR THAT EVENT UPON RECEIPT OF SIGNED CONTRACT AND DEPOSIT**

**Terms of Use:**

- The application should be submitted at least 30 days in advance of anticipated use.
- A 50% deposit for the arena must be returned with the signed contract for youth livestock rentals, 30 days prior. The pens and tie-in spaces will be counted and billed to the lessee after the event.
- All activities conducted in county facilities are to comply with all local, state, and federal laws and shall conform to existing and relevant county commission policies.
- The organization will be responsible for arranging for the facility to be unlocked prior to use and locked immediately following use. The organization will also be responsible for any damage incurred during the allotted time.
- All promotional materials - newspaper ads, online notices, television notices, radio spots, flyers, brochures, etc. must be submitted and approved prior to distribution.
- Adequate security must be provided by a Certified Law Enforcement Office **if the event involves the serving of alcohol**. Security personnel are assigned by the Jackson County Agricultural Facilities Director’s office at the rate of **\$40 per hour** per person and payment must be made directly to that individual.
- The organization is responsible for ensuring that the facility is returned in a state of cleanliness and in the same condition as when made available for use. In the event that the party chooses to have a professional perform the cleaning, custodial services are charged at the rate of **\$25 per hour** per

custodian and payment must be made directly to that individual. Services are to be organized prior to the event.

- State of the art audio/visual equipment is available for use. A designated technician will be provided for **\$25 per hour** and payment must be made directly to that individual.
- Failure to comply with the terms of these procedures and/or Jackson County Board of Commissioners Policy may result in the organization and the designated contact person not being allowed to use county facilities in the future.

## Jackson County Multi-Purpose Agricultural Facility Rules, Policies and Conditions for Use

### Terms of Use:

1. The person signing the Lease Agreement form accepts the role of Lessee and all responsibilities thereof as outlined on this form. Failure to comply with these rules can result in the loss of your total security deposit.
2. The lessee will be responsible for the payment of a NON-REFUNDABLE deposit upon the booking of an event. \_\_\_\_\_ (lessee initial) The event date will not be held without this deposit and a fully executed lease agreement. The deposit goes toward the final balance. The remaining balance for the event rental and the damage/cleaning deposit is due ten (10) days prior to the event date. The separate DAMAGE/CLEANING DEPOSIT will stay on file, with the contract, until the week after the event takes place. The damage/cleaning deposit is returned or voided upon facility being left in appropriate condition per cleaning/damage check preformed by the Facility Manager. In the event of the facility, equipment, or property damage, all fees and expenses, exceeding the damage deposit, incurred by the Facility, will be billed, at actual cost plus 20% (for lost revenue) to Lessee. The Jackson County Multi-Purpose Agricultural Facility reserves the right to cancel any events it deems necessary. ANY breach of this agreement by the Lessee, will forfeit the damage/cleaning deposit. \_\_\_\_\_ (lessee initial)
3. Rental fees must be paid in full a minimum of ten (10) days before the event. There will be a 20% late fee applied to the balance if not paid by due date. Event will be cancelled if balance is not paid within seven (7) days of event, and down payment will not be refunded.
4. The rental period begins when the rented space is unlocked for the Lessee and ends when it is cleaned up to the satisfaction of the Facility Management.
5. Cancellation within 30 days of an event will result in forfeiture of the deposit. Cancellation more than 30 days in advance of an event will result in the return of ½ of the deposit.
6. Following an event, Lessee is responsible for leaving the facility clean and orderly. This includes all trash and debris put in garbage cans; no damage to walls, floors, tables or chairs; all decorations removed; carpeted areas must be vacuumed; kitchen areas must be cleaned/swept/mopped; linens must be removed from tables and bagged, and trash and debris should be bagged and placed in the multi-purpose area (Rear penning area) for the facility staff to collect and dispose.. (Please see the attached checklist).

7. Stains and spills should be reported to the Facility staff immediately. (failure to do so can result in damage, and loss of security deposit)
8. Table and chairs will be set up by Facility personnel. Written instructions are due to Facility Management no less than ten (10) days prior to event. Tables and chairs can only be moved with prior approval. Charges will occur for changes or additions to layout (# of tables/chairs) made day of event.
9. Any damage to the Jackson County Multi-Purpose Agricultural Facility or to any of the surrounding area that is deemed a consequence of the event held at the Facility will be the responsibility of the Lessee. This will include any damages incurred by any individual attending said event. Additional charges may be billed to the Lessee for damages if assessed by the Facility Manager.
10. All activities conducted in county facilities are to be in compliance with all local, state, and federal laws and shall conform to existing and relevant county commission policies.
11. The application should be submitted at least 30 days in advance of anticipated use.
12. The organization will be responsible for making arrangements for the facility to be unlocked prior to use and locked immediately following use. The organization will also be responsible for any damage incurred during the allotted time.
13. All promotional materials - newspaper ads, online notices, television notices, radio spots, flyers, brochures, etc. must be submitted and approved prior to distribution.
14. Jackson County personnel will be required in the building during events and must have access to all areas of the building at all times.
15. Children must be with an adult at all times and any type of "horse play" is not permitted.
16. Only authorized persons are allowed to operate sound, lighting, rigging, stage equipment and audio visual equipment. Authorization can only be granted by Facility Management and is given on an event by event basis.
17. Smoking, dipping, chewing or spitting of any tobacco product is not allowed anywhere inside the building or outside the building except in the designated smoking area.
18. All caterers must have a Georgia business license.
19. Security personnel may be required at certain events and will be required for any event where alcohol will be served. Lessee must contact the City of Jefferson Police Department to schedule and pay for security officer(s) no later than fourteen (14) business days before event.
20. Alcoholic beverages will only be allowed by special permission. At no time can any transaction involving money or any type of script for any alcoholic beverage take place on Facility property. The selling of cups to be used primarily for drinking alcoholic beverages is a circumvention of the law and is not allowed. It is strictly prohibited for any alcohol to be served or furnished to or by any persons under the age of 21 years of age. The serving of alcohol must be stopped one hour prior to end of event.

21. If you will be serving alcohol at a ticketed event, you must receive a special events temporary alcohol permit from both the city and the state. You must have the city permit complete 30 days prior to your event. To receive a city permit, please see the city clerk at Jefferson City Hall. The state permit may be accessed through the GA Department of Revenue website. You will be required to show proof of your permit to staff before event and display it during the event.
22. The Facility Management and Jackson County Government will not be responsible for any lost or stolen items. The Lessee shall have no recourse or cause of action to be compensated if anything is left in or on the grounds of the Facility.
23. The Lessee shall insure that an attendance count shall be kept at all times and that the stated capacity of any space in this facility shall not be exceeded at any time.
24. This facility shall only be used for the purpose stated on the Lease Agreement. Any illegal activity found to be occurring will result in immediate cessation of the event, loss of deposit, and notification of law enforcement personnel. The Facility Management reserves the right to cause a cessation of any event at any time and the Lessee will have no cause to request a refund of any monies paid.
25. All base event rentals shall end by 11:00 p.m. and the building shall empty of all persons by 12:00 midnight, and events begin no earlier than 7:00 am. Rentals requiring time outside these hours require approval and will incur a fee.
26. Lessee agrees to hold Facility Management, Jackson County Government, its Board of Commissioners, Departments, other elected officials and personnel wholly harmless against any lawsuit resulting from usage of this facility.
27. Lessee acknowledges that there will be no discrimination in the use of this building regarding race, religion, sex, or nationality.
28. Lessee acknowledges that use of the facility is subject to all City of Jefferson, Jackson County, State of Georgia, and Federal laws and regulations. **The management of the Jackson County Agricultural Facility will prosecute any individuals involved in an altercation to the fullest extent of the law.**

### **Hold Harmless Agreement**

The undersigned, on behalf of the named entity, and in consideration of the permit to use the premises, buildings, facilities, or equipment of the Jackson County Government and Board of Commissioners, does hereby agree to indemnify and hold harmless the Jackson County Government, the Jackson County Board of Commissioners, and any of its agents or employees from any and all loss or damage which may arise during or in any way be caused in any way by the use of the facility. The undersigned specifically agrees to indemnify the Jackson County Government and Board of Commissioners for any damages done to the building or any other property or equipment owned by the Jackson County Government as well as any claims of damages made by anyone arising out of the use of the facility. I understand that both the group/organization

requesting use of the agricultural facility and I, individually, am responsible for the fees charged and the supervision of the event and for any and all damages to any facility equipment used. I hereby state that the information in this application is true and accurate and that, if approved, I will abide by the rules and regulations for the use of public buildings as set forth by the Jackson County Board of Commissioners.

**Tenant Liability Insurance**

Any group or organization engaged in a recreational, physical or performing arts activity must maintain and provide proof of a minimum of \$1 million in liability insurance coverage applicable to the use of the facilities and effective during the duration of the facility use agreement. We accept event insurance from the carrier of your choice, but we recommend [www.eventsured.com](http://www.eventsured.com) for ease of procuring coverage, and they seem to have the lowest premium we have found.

Your signature below states that you have read, understand, and will adhere to the terms listed above. Upon final assessment if it is determined that the rules were not followed, there will be a loss in the security deposit.

I hereby state that the information in this application is true and accurate and that if approved, I will abide by the rules and regulations for the use of the Jackson County Agricultural Facility as set by the Jackson County Board of Commissioners.

\_\_\_\_\_  
Signature of Person Making Request

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

\_\_\_\_\_  
Administration Signature

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

Approved: \_\_\_\_\_ YES \_\_\_\_\_ NO