



# **Nacogdoches County Exposition & Civic Center Facilities Management Policies and Procedures**

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## **Introduction**

### **Purpose of Policies and Procedures**

Provide a consistent guideline for Event Holders and users and to provide a safe and quality experience while using a Nacogdoches County Facility.

### **Purpose of Fees**

Generate revenues to offset the operational costs of the facilities and to provide funds for future capital improvements.

### **Establishment of Fees**

Rental fees for Nacogdoches County Facilities will be reviewed on an annual basis with consideration given to:

- the service needs of the community
- the facility target user market
- competitive and reasonable rental rates
- operational costs and the need for future capital improvements

## **Definitions**

### **Nacogdoches County Facilities applicable to these operational policies and procedures**

#### **Exhibit B includes:**

Nacogdoches County Expo

Parking Lot

Indoor Arena

Barn 1

Barn 2

Barn 3

Midway

Civic Center (Upstairs)

Civic Center (Downstairs)

### **Nacogdoches County or “County”**

County Commissioners; Employees of Nacogdoches County Government, Operations Division including but not limited to: County Expo & Civic Center Director, Assistant Director, Administrative Assistant, Expo Groundskeeper II, Expo Groundskeeper I, Sheriff's Office Deputy Jailer, Custodial and Support Staff.

### **Event**

Any activity that takes place on a scheduled date on Nacogdoches County property.

**Promoter**

Any individual, organization, company or entity using and/or renting a Nacogdoches County Facility.

**Facilities Management**

Nacogdoches County Expo & Civic Center Director.

**Rental Agreement**

Written agreement between Nacogdoches County and Event Holder acknowledging use and fee arrangement for any Event held on Nacogdoches County property.

**Fee Schedule Categories**

Unless otherwise noted, rates are set forth in the Nacogdoches County Facilities Management Rental Fee Schedule, attached hereto and incorporated by this reference as Exhibit A.

**Credit Card Policy**

Nacogdoches County accepts payment by Visa, and Mastercard only. Per Local Government Code 130.0046 we assess a 5% fee to each transaction.

**Payment Policy**

Full payment is required at least thirty (30) days prior to any event. Bank draft, money order, cashier's check personal or corporate check, credit card, or cash will be accepted. Add on rental items must be paid at close of event within 5 business days.

**For Profit****Commercial / Standard Rate**

- Applies to any for profit individual, organization, company or entity.
- Applies to out of county non-profit organizations.

**Non-Profit**

- This rate applies to any Nacogdoches County non-profit group using a Nacogdoches County Facility for civic purposes such as education meetings, organization or service meetings, seminars, training and fundraising.
- This rate applies to other government agencies using a facility.
- Organization must be registered with the State of Texas as a non-profit (501(c)(3)) or similar qualifying non-profit entity.
- The organization must be located in Nacogdoches County. Location shall be determined by the organization address or primary funding source.
- These events are charged a reduced base rental rate, subject to applicable surcharges.



## **Nacogdoches County Government Rate**

- This rate applies to Nacogdoches County/City Government departments (i.e., AgriLife Extension Office, Law Enforcement, Elections, etc.). Use of the facility will be free of charge, *if available*.

## **County Employee Benefit**

- Nacogdoches County employees shall be able to enjoy free admission to all County sponsored events at the Nacogdoches Expo and Civic center including the Pineywoods Fair held in the Fall, and the Nacogdoches county PRCA rodeo held in the Spring. The employees of Nacogdoches must show their employee badge at the ticket booth to obtain admission. Only the employee may use this badge, no family members or friends may benefit from this plan. This is for admission only, no concessions, rides, or other events are included. This benefit does not include private parties, meetings, events, or a promoter paid activity.

## **General Usage Policies**

Nacogdoches County retains control and management of Nacogdoches County Facilities at all times, and shall have the right at all times to enforce all rules and regulations described hereto, and shall have the right to eject all persons who fail or refuse to comply with the rules and regulations.

## **Access during Events**

Nacogdoches County Facilities Management employees responsible for management and maintenance of the facilities shall have the right to access the facilities at any time during any event.

## **Admission Rates**

Admission rates for all ticketed events shall be \$1.00 per ticket per admission (sold or comp) except that non-profit organizations (as defined in the Fee Scheduled Categories section above) shall be assessed \$0.50 per ticket per admission.

## **Advertising**

Event holders shall not hang signs, bunting or other advertising materials anywhere on the premises without prior approval of Nacogdoches County Facilities Management. The County does recognize the need for event holders to display sponsor advertising, therefore advertising materials and locations will be determined on an event by event basis. Facilities Management retains the right to approve any advertisement distributed by Promoter and/or its agents related to the use of the Nacogdoches County Facilities. Use of advertisements not approved by Facilities Management may result in cancellation of the License Agreement and use of the facilities without penalty to or liability of Nacogdoches County or its representatives.

## **Alcoholic Beverages**

Alcohol is strictly prohibited at all Nacogdoches County Facilities unless the following criteria are met:

1. Alcohol consumption must be outlined in the Rental Agreement and details determined (such as: location, time, security plan) during planning meetings with Facilities Management.  
If alcohol is to be consumed on the premises of the Expo or Civic Center Facilities, Event

Holder is required to obtain a current liquor license holder for the facility being used. Event Holders will need to schedule at least 30 days in advance with the Facility Director.

2. If alcohol is to be SOLD in any Nacogdoches County Facility including the Exposition Center, Midway, or Civic Center
  - Liquor License Holders must obtain a "Texas Alcoholic Beverage Commission Temporary Licenses Permit" (Chapter 72 of the State of Texas Alcoholic Beverage Commission Laws)
  - Promoter or Liquor License Holder must provide certificate of insurance including liquor liability as described in the insurance section herein.
  - Event Holder must provide security plan to Facilities Management for final approval a minimum of 30 days prior to scheduled event. (See Security Policy)
3. If alcohol is to be SERVED, or otherwise made available in any Nacogdoches County Facility including the Exposition Center, Midway, or Civic Center the following requirements must be met:
  - Provide certificate of insurance including host liquor liability as described in the insurance section herein.
  - Provide security plan to Facilities Management for final approval a minimum of 30 days prior to scheduled event.
4. If the Event Holder fails to disclose that alcohol is to be sold, served or otherwise made available and/or comply with these rules as described in numbers 1 through 3 above, the Event Holder, participants, spectators and anyone else involved with the event are subject to removal, citation or arrest at the discretion of the Nacogdoches County Sheriff's Office.
5. ARENA AREA:  
No BYOB events in the arena. Alcohol sale and service will be permitted by a licensed permit holder only. All TABC rules will be followed. No glass of any kind in the Arena. No alcohol may leave the designated arena area.
6. MIDWAY AREA:  
Alcohol SALES will be permitted by a licensed permit holder only. All TABC rules will be followed. BYOB events will be permitted, but will follow the rules and limitations set by the Facilities Management. Cooler size will be limited to 48 quart maximum. Coolers will be limited to personal vehicles, or designated booth space for the event. Event Holder retains the right to charge a fee to bring a cooler. No glass of any kind in the Midway area. No alcohol may leave the designated midway area and go into another Expo area.
7. CIVIC CENTER AREA:  
Alcohol SALES will be permitted by a licensed permit holder only. All TABC rules will be followed. Alcohol SERVICE will be permitted with limitations. Only the Event Holder may provide this service and will abide by the same security rules stated above. Individual BYOB is not allowed. No alcohol may leave the designated room the Event Holder has retained.
8. Any event, where a ticket must be purchased to enter the event, and includes the serving of alcohol (at no additional cost to those attending), must make provision for alcohol to also be available outside the room of the event (at no additional charge). This indicates that a purchase of the event ticket is not required for the consumption of alcohol.

## **Animals**

Event Holders utilizing a Nacogdoches County Facility for any activity, in which animals are used or exhibited, shall comply fully with all applicable government agency statutes, laws, ordinances, rules, regulations, and/or order applicable to the humane care and treatment of animals. Event Holders must disclose to Facilities Management no later than thirty (30) days prior to an event at the Nacogdoches County Facilities all pending federal, state and/or local violations of law related to Licensee and its principals/owners. Failure to fully disclose to Facilities Management by Event Holder all unresolved violations may result in cancellation of the License Agreement and use of the facilities without penalty to or liability of Nacogdoches County.

Event Holder assumes the full responsibility to meet and satisfy all applicable ordinances, laws, rules, regulations, and/or orders as they relate to the needs and rights of those animals, which are under the Event Holder's care and control.

All animals must be penned, stalled and otherwise confined or under the direct control of owner or handler at all times. Persons keeping animals on the premises must use every care to assure safety of visitors and other facility patrons/personnel. Violation of this policy may result in removal of animals from the premises or Animal Control may be called. Animals and pets are not permitted in several Nacogdoches County Facilities, refer to specific facility information; service dogs are the exception. As required by Texas Animal Health Commission, negative Coggins certificate must be required for all equines brought into the facility. All other animals must comply with state mandated regulations from the Texas Animal Health Commission and Texas statutes.

## **Animals in the Civic Center Building**

No animals will be allowed in the Civic Center building, except service animals, without written permission from the Management of the Civic Center.

## **Camping / RV Use**

Any Event camping or using RV's at a Nacogdoches County Facility shall use designated areas for camping and parking. Nacogdoches County Facilities Management will work with Event Holder to determine location, additional fees and number of spaces allocated. The Fairgrounds has limited electrical hook-ups and a sanitary sewer dump station is not available.

## **Cancellation of Event**

All cancellations by Event Holder shall be in writing 90 days prior to the Event and effective upon receipt by Nacogdoches County Facilities Management. Nacogdoches County shall not be responsible for any consequences monetary or otherwise due to cancellation by Event Holder. The maximum liability of the County to an Event Holder due to cancellation of an Event by the County, regardless of the reason for cancellation, is limited to the fees paid by the Event Holder.

## **Candles & Open Flames**

Per the International Fire Code Section 308.3, open flames on candles may be used only for a unity candle in religious ceremonies and enclosed tea light candles on table tops. Any other open flame will be allowed at the discretion of the Facility Director and must comply with



Section 308.3. No pyrotechnics inside.

### **Clean-up Guidelines**

Each event differs in clean-up requirements; refer to your contract for details. Failure to meet the clean-up requirements may result in partial or total forfeiture of the security deposit. For all events, if the facilities are not fully cleaned and Event Holder not completely removed from the premises according to the Time of Events – Operating Hours section below, an additional charge of \$75.00 per half-hour shall be assessed and due as part of the facilities' Closing Statement.

### **Damage Costs (Security Deposit)**

The Event Holder shall be held responsible for all damages to and any necessary clean-up of the Nacogdoches County Facilities and property. The Event Holder may be required to post a booking deposit to defray the cost of repairs and clean up at the sole discretion of the County. The final invoice will be reduced by the amount of the booking deposit if the facility and property are left in a clean state and there are no damages. The deposit shall be due and payable a minimum of 2 weeks prior to commencement of the event.

### **Decorations**

Facility requirements differ for decorating; refer to the specific facility section for details. All decorating plans must be submitted and approved by Facilities Management a minimum of 30 days prior to an event. Regardless of the facility or the type of decorations, the Event Holder must remove all decorating materials immediately following the event.

Banners, posters, signs are prohibited for distribution either inside or outside of the facility. No decorations may be hung with adhesives, or any form of adhesive material on inside walls. Nothing may be hung, attached or suspended from any part of the building without express written consent of the Facility Management.

### **Deliveries**

Deliveries for Event Coordinators may be accepted by Nacogdoches County employees with prior approval by Facilities Management.

### **Event Marketing**

Nacogdoches County Facility Management employees shall not be responsible for event promotion. The Nacogdoches County Government logo may not be used on any promotional material without the express written consent of Nacogdoches County Commissioners Court.

Some advertising options available to the Event Coordinator are telephone, answering machine, website, Facebook, WIFI, marquis and Expo logo.

### **Event Staffing**

Event Holders shall provide all security, ushers, announcers, ticket takers, clean-up crew and other personnel necessary to conduct the activities described in the Rental Agreement. Nacogdoches County may be able to provide personnel for limited activities. A Nacogdoches County Facilities Management employee may be on site or on call while facilities are occupied. This will be determined on an event by event basis and finalized during planning meetings.

## **Facility Alterations**

Event Holders may not undertake any plumbing, electrical, telecommunications, carpentry or mechanical work on any the facilities without prior written authorization of Nacogdoches County Facilities Management. All alterations must be requested in writing and submitted a minimum of 30 days prior to the event.

## **Fire Safety Standards**

All fire regulations in the Uniform Fire Code as amended and approved by the local jurisdiction shall be strictly observed. The UFC regulates the placement of tables and chairs, decorations, dimensions of all aisles and exits, etc. Facilities Management will work with Event Holder during planning meetings to ensure compliance with the UFC. However, the Event Holder is ultimately responsible for compliance.

## **Floor / Area Plans**

Event Holders shall submit floor / area plans to Facilities Management at least 30 days in advance of event. The plan should include decorations, dimensions of all aisles, booths, table and chair locations, parking areas, loading and unloading areas, etc. Facilities Management will work with each Event Holder on specific needs and requirements to ensure compliance with fire safety standards and facility requirements.

## **Fog & Smoke Machines**

Use of fog or smoke machines is restricted to outside only. Inside use is prohibited.

## **Food Service / Event Catering**

The Nacogdoches County Civic Center Management must be advised of any event which plans to serve food. All food brought into the Civic Center, or Arena area, (with the exception of cake) must be catered. A Cater is defined as an individual or business which has a health certificate and a tax I. D. for serving food.

The Lessee is responsible for the payment a fee of up to \$175.00 for bringing food into the facility, and the kitchen will be available for their use. No Caterer or Lessee may use the kitchen unless prior reservation has been made and rental fees have been paid. The Caterer or Lessee will be responsible for the cleaning of the kitchen. All garbage must be placed in plastic bags and moved to the dumpster, spills cleaned, counters, equipment, and utensils must be washed and returned to original space. Cleaning supplies and bags will be provided by the Civic Center. No food or beverage will be left in the refrigerators, ovens, or storage areas.

A complete list of kitchen rules and responsibilities as listed in Attachment D will be adhered to. Failure to comply may result in forfeiture of cleaning deposit.

## **General Compliance**

Event Holder agrees to comply with all applicable governmental agencies, ordinances and statutes. Event Holder assumes full responsibility for payment of all sales, use, assessments and/or fees in compliance with Nacogdoches County and the State of Texas.

## **Glass Containers**

Glass drinking containers are not permitted in any Nacogdoches County Facility or parking lots,

with the exception of individual beverage glasses confined to the Civic Center rooms only. No glassware of any kind is allowed in the Arena, Barns, or Midway areas.

### **Gun Show Policy**

**Subject to the Open Carrying of Firearms section set forth below, firearms and handguns are prohibited in all areas of the civic center except by specific permission from the Civic Center Director. Exhibitors displaying approved firearms must comply with all federal, state and local laws governing the possession and/or sale of such. Firearms may not be loaded or fired in the interior or exterior of the center, including parking areas.**

**Individuals possessing a firearm or handgun must leave the premises immediately upon exiting the gun show. Trigger mechanisms must be secured with tie wraps or similar devices. All weapons must be checked at the door before entering and again when exiting the building. This policy does not apply to licensed peace officers or individual licensed under article 2.122 of the Texas Code of Criminal Procedure.**

### **Open Carrying of Firearms**

The carrying of firearms is pursuant to current Texas Statute.

### **Hazardous Waste**

The Event Holder agrees, at all material times Event Holder is on Nacogdoches County property, not to have in its possession, collect, distribute, dispose, release or otherwise discharge any toxic or hazardous waste as defined by Nacogdoches County and/ or any applicable laws. In the event the Event Holder shall be in possession of such hazardous or toxic waste, the Event Holder shall immediately notify Facilities Management and the Texas Commission of Environmental Protection as well as the Federal Environmental Protection Agency and such other governmental agency or body as may be required by law, relative to such materials. Additionally, Event Holder agrees not to dispose of any refuse or empty any fluids on Nacogdoches County property. In the event the Event Holder, or its agents, vendors, sub licensees, concessionaires or employees dump grease in the facility sewer system, or at locations not authorized by Facilities Management, or shall otherwise violate the provisions of this paragraph, Nacogdoches County Facilities Management will look to the Event Holder and shall subject the Event Holder to possible fine or penalties, plus any costs incurred by County. Such fine or penalties shall be imposed by Facilities Management for each infraction and Event Holder shall be deemed in material breach of the Rental Agreement and subject to immediate termination of the Rental Agreement and removal from the property.

### **Health Permit Requirements**

When an event involves a temporary food service operation or food demonstration, the Event Holder is responsible for complying with all State Health Department guidelines. The County Health Officer can issue a temporary food service certificate for such events.

### **Helium Balloons**

Helium balloons may not be distributed or sold inside the facility. With prior approval of the Facility Management, helium balloons may be used as decoration when they are permanently attached to other furniture or a display. If helium balloons are released for any reason in the facility, a charge for the removal of the balloons will be assessed to the lessee.



## **Holiday Restrictions**

Nacogdoches County Facilities are officially closed on the following holidays: Thanksgiving Day and Christmas Day. Additional costs will be incurred for use during Nacogdoches County scheduled holiday.

## **Indemnification**

To the fullest extent permitted by law, the Event Holder shall indemnify and hold harmless the County, its officers, agents, employees and insurers from and against all claims, damages, losses, expenses and demands, including court costs, attorney's fees and expenses, due to injuries, losses or damages arising out of, resulting from, or in any manner connected with the Events Holder's event, pursuant to the Rental Agreement, if any such injury, loss or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by, the act, omission, error, mistake negligence, other fault of Event Holder, any officer, employee, representative or agent of the Event Holder, anyone directly or indirectly employed by the Event Holder, or anyone for whose acts the Event Holder may be liable; provided, however, that except for worker's or workmen's compensation, disability benefits or other similar employee benefit claims, Event Holder is not obligated to indemnify the County hereunder for that portion of any claims, damages, losses, demands and expenses arising out of or resulting from any grossly negligent act or omission of the County, or its officers, agents or employees. Event Holder's indemnification obligation hereunder shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this section.

With respect to any and all claims against the County or any of their officers, employees or agents by any employee of Events Holder or anyone directly or indirectly employed by Event Holder, or anyone for whose acts Event Holder may be liable, the indemnification obligation described above shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Event Holder, under worker's or workmen's compensation acts, disability benefit acts, or other employee benefit acts.

For events that Event Holder uses - or anticipates the need for its invitees to sign - a waiver or indemnity agreement, the form of the waiver and/or indemnity agreement shall be provided to Facilities Management no later than seven (7) days prior to the event. Failure to provide all forms described above may result in cancellation of the License Agreement and use of the facilities without penalty to or liability of Nacogdoches County.

## **Intellectual Property**

Event Holder will assume all costs, expenses and damages arising from the use of patented, trademarked, franchised or copyrighted music, materials, devices, processes or dramatic rights used at or incorporated in the Event. Event Holder agrees to indemnify, defend and hold Nacogdoches County, its officers, agents, and employees harmless from any claims or costs, including legal fees, which might arise from use of any such material. The Nacogdoches County Government logo may not be used on any promotional material without the express written consent of Nacogdoches County Commissioners Court.

## **Key Distribution**

Facility keys distribution will be arranged during event planning meetings. Loss of keys may result in the expense on the Event Holders part to re-key the facility.



### **Liability Limitations of Parking**

Nacogdoches County shall not be responsible for fire, theft, damage to or loss of vehicles or articles left therein parked on County property. Event Holders are responsible for requesting designated parking. Guests of a Nacogdoches County Facility who park in any non-designated area do so at their own risk and may be ticketed or towed at their own expense.

### **Lost or Stolen Articles**

Nacogdoches County shall not be responsible, under any circumstances, for property of the Event Holder while on a Nacogdoches County Facility premises. Nacogdoches County Facility Management will accept lost and found articles for distribution during normal business hours. In addition, Nacogdoches County Facility Management is not responsible for any loss of articles or equipment left unattended in any facility. The usage of security personnel when such equipment or articles are left in buildings or in a County Facility shall be the responsibility of the Event Holder. All articles, equipment, exhibits, displays or materials shall be brought into the facilities only at such hours as designated by the Rental Agreement. Event Holder assumes all responsibility for any goods or material, which may be placed in County's storage before, during, or after an Event.

### **No Smoking**

Smoking is regulated by the City of Nacogdoches smoking ordinance. The ordinance states "no smoking inside buildings" and persons must maintain a distance of 20 feet from all entrances.

### **Parking Lots and Roadways**

Multiple Events may be conducted simultaneously at Nacogdoches County Facilities. It is the Event Holder's responsibility to coordinate with Facilities Management on parking area assignments. Fire lanes must be kept open for police, fire, ambulance and other emergency units as well as for County maintenance workers. Parking lots are subject to availability.

Event Holders may not charge in excess of \$10.00 per vehicle using the parking lot at the Nacogdoches County Facilities. Event Holder shall pay to Nacogdoches County 10% of all collected parking fees by Event Holder as part of its use fees. If an Event Holder intends to charge its attendees for parking at the Nacogdoches County Facilities, written notice must be (1) given to Facilities Management no later than thirty (30) days prior to the event date and (2) included in any advertisements distributed or published by Event Holder.

### **Photos**

Nacogdoches County Facilities Management may take photos of public events held at Nacogdoches County Facilities. These photos shall be the property of Nacogdoches County and may be used by Nacogdoches County Facilities Management for educational or promotional materials.

### **Phone Lines**

Special phone lines for Credit Card Machines are available for an additional fee.

## **Planning Meeting**

As deemed necessary by Facilities Management, planning meetings will be conducted for certain events. These meetings shall be scheduled on an agreed upon date and time. All planning meetings must take place no later than two (2) weeks prior to Event Holder's scheduled Event.

## **Reservations**

Event Holders must contact Nacogdoches County Facilities Management to determine date availability and complete a Rental Agreement. Consideration may be given to the Event Holder to rent the same dates for the following year however, there is no guarantee of availability until a signed Rental Agreement is completed.

## **Room Set Up Fee**

Each room will include one room set per event. This will be confirmed a minimum of seven (7) days prior to the event, with the lessee signing a copy of the layout drawing. Each change to the room set less than 48 hours prior to the event will cost an additional \$100.00. Minor adjustments to a set will be judged on a case-by-case basis.

## **Sales Tax Collection**

Event Holders and Event Holder vendors are responsible for payment of all sales, use, assessments and/or fees in compliance with Nacogdoches County, the State of Texas. It is the Event Holders and/or the Event Holder vendors, responsibility to collect and submit payment.

## **Security**

Nacogdoches County Facilities Management has the right to require Event security, based on the type of Event. Facilities Management, with the consultation of the Nacogdoches County Sheriff's Department, will determine Event security needs. All Event security plans must be submitted and approved by Facilities Management a minimum of 30 days prior to an Event. Security officers will remain onsite until the event is complete and all guests along with the LICENSEE have left the property. It is up to the discretion of Security as to the number of officers needed as the event ends and cleanup begins.

## **Sub-Leasing/Third-Party Vendors**

Sub-Leasing is not available. If sub-leasing is reported, Event Holder contract will be immediately terminated.

It is recommended that a list of the third-party vendors allowed onto the premises by Event Holder be identified and submitted to Facilities Management seven (7) days in advance of the event. Facilities Management reserves the right, notwithstanding the License Agreement, to refuse a third-party vendor from entering the Nacogdoches County Facilities to operate and/or conduct business. No third-party vendor or its property may occupy space in the parking lot of the facilities without permission of Facilities Management. In the event a vehicle owned or in the control of an unauthorized third-party vendor is located in the parking lot of the facilities, it will be towed at the owner's expense.

## **Time of Events – Operating Hours**

The County reserves the right to regulate the time, place and manner of proposed activities in its facilities after considering all applicable factors and interests.



The terms "set up" or "tear down" shall include the use of the facilities for moving in and out in preparation of the facilities for performance of an Event. The set up and tear down fee includes the hours of 8-5 Monday thru Friday, and no more than 8 hours.

No event can last longer than midnight on Sunday thru Friday, and One (1:00) am on Saturday. Clean-up time is limited to one hour past closing. As set forth in the above Clean-Up Guidelines section above, if the facilities are not fully cleaned and Event Holder not completely removed from the premises, an additional charge of \$75.00 per half-hour shall be assessed and due as part of the facilities' Closing Statement.

### **Use of or Loss of County Equipment**

Without prior coordination and agreement of Facilities Management, Event Holders shall not operate motorized County-owned equipment. Additionally, Event Holder shall not dispose of **in any manner** equipment or materials owned by Nacogdoches County Government.

### **Use Restrictions**

Nacogdoches County Government and/or Nacogdoches County Facilities Management may refuse Event bookings when it is their opinion that the Event may cause undue or unusual damage to the facilities or that may violate local, state or federal laws, rules or regulations. Nacogdoches County Government and/or Nacogdoches County Facilities Management may refuse Event bookings when it is their opinion that a requested Event conflicts with a similar Event previously scheduled on the premises. Once a Rental Agreement has been signed and executed and deposit has been paid in full to the County, the County may, in its sole discretion, agree not to schedule a like Event on any part of the grounds during the same period of time as that scheduled by the Event Holder.

Only the County Commissioners may waive any part of the policies and procedures. Waiver must be done in writing before Commissioners Court and before a public hearing. No Event shall be booked at the Nacogdoches County grounds or interfere with the Annual Nacogdoches County Fair and Rodeo.

The Facility Management reserves the right to refuse any individual or group the privilege of using the facilities due to abuse of any facility policy, including but not limited to:

- a) Past violations of the facility rental contract and/or policies
- b) Past disregard for persons or property while using the facility
- c) Past conduct which is deemed to be of an inappropriate manner
- d) Failure to make full payment for any and all charges connected with renters use of facility

**Nacogdoches County Facilities Management rental policies and procedures are subject to periodic review. The policies and procedures in place at the time of the signing of the Rental Agreement will govern.**

### **Vehicles**

Gasoline or diesel engine vehicles may not be parked in the exhibit hall unless they are a part of a display and comply with specified regulations. Vehicles will not be permitted inside the building unless written authorization has been given by the Facility Management. In the event any vehicle is used for display, all fire regulations pertaining to exhibits must be

strictly followed. Under carriage protections must be use at all times. There shall be less than one-quarter tank of gas in each vehicle, and every battery must be disconnected and positive cable must be properly covered once inside the building.

## **Pineywoods Fair**

All Pineywoods Fair vendors with booth rentals in the previous year will be given first right of refusal for the next year provided the booth is reserved and paid for by August 15. After August 15, booth rentals are open to all vendors.

## **Payment Policy**

### **Method of Payment**

All Event Holders shall be subject to a booking fee and pay a non-refundable \$250 rental deposit at the time of booking an Event. The balance of the rental fee must be paid in full at completion of the event.

Nacogdoches County Facilities accepts cash, personal, business or cashier checks or money orders.

### **Appropriation of Revenues**

- **Final payment must be received within 5 working days from the close of the event.**
- **Expo employee has 5 working days to deposit all monies to the Treasurer's department pursuant to Local Government Code 113.022(a).**

### **Bad Check Policy**

Any checks returned by the bank for any reason will be turned over the County Attorney's office for prosecution.

### **Cancellation of Event**

A non-refundable \$250 rental deposit shall be retained by the County upon the cancellation of any scheduled Event 90 days or less before the scheduled Event. If the County cancels the Rental Agreement for any unforeseen reason or act of God, then all monies paid to the County by the Event holder shall be refunded. Any liability of Nacogdoches County shall be limited to the fees paid by the Event Holder. Nacogdoches County Facility Management reserves the right to refuse booking future events by a Promoter who cancels an event for any reason.

### **Limitation of Liabilities**

Notwithstanding anything herein to the contrary, Nacogdoches County will not be liable for any indirect, incidental, special, consequential damages, or damages resulting from the use of the Nacogdoches County facilities, however arising, including failure of voice or data lines, even if Nacogdoches County has been advised of the possibility of such damages. Nacogdoches County liability will in no Event exceed the amount received under this agreement for damages arising out of, relating to, or in any way connected with the Rental Agreement. Users of Nacogdoches County facilities are advised to procure Event cancellation insurance. Nacogdoches County will not assume liability for cancellation due to emergencies or unforeseen circumstances. Recovery



under such circumstances shall be limited to the amount of rental fees paid under the Rental Agreement.

## **Insurance Requirements**

### **Certificate of Insurance:**

The Event Holder, depending on the nature of the event, may be required to procure and maintain, at its own expense, insurance with insurers with an A- or better rating as determined by Best's Key Rating Guide, the following policy of insurance: Commercial General Liability Insurance/General Liability Insurance. Said insurance will provide limits as indicated in the contractual agreement for the specific building facility and event.

It is the responsibility of the Event Holder to deliver proof of adequate insurance through a Certificate of Insurance, if required, to Facilities Management no later than fifteen (15) days prior to an event promoted by Event Holder. Failure to provide acceptable proof of insurance shall result in cancellation of the License Agreement and use of the facilities without penalty to or liability of Nacogdoches County.

**EXHIBIT "A"**  
**Nacogdoches County Exposition Center**

3805 N.W. Stallings Drive  
Nacogdoches, Texas 75964  
936-564-0849

<b><u>AREA</u></b> Must provide 501 (c) (3) letter	<b><u>RATE</u></b>	<b><u>NON-PROFIT RATE</u></b>
Arena Rental	\$900.00	\$500.00
Clean Up Fee at discretion of Facility Management	Negotiable fee up to \$500.00	
Stage	\$500.00	\$300.00
Bleachers	\$25.00 each (seats 30)	\$25.00 each (seats 30)
Set Up Fee	As required per event	
Tear Down of Roping Chute & Pen	\$300.00	
VIP Room	See schedule for Civic Center rates	
Barn Use	\$150.00 per barn	\$150.00
Concession buyout	\$600.00	N/A
Ticketed Event (sold or comp)	\$1.00 per ticket per admission (sold or comp)	\$.50 per ticket per admission
Vendors at Concerts	20% of product sold	
Riders in the arena	\$10.00 per horse	
Stall Rental \$5.00 per panel for stall removal for non-stall event	\$15.00 first day, \$10.00 second day	
Shavings	\$7.00 (price subject to change with market)	
RV Hook up	\$15.00/day	
RV Dump Fee	No Charge	

Sales Tax Where Applicable  
**All Rates Subject to Change**

# EXHIBIT "A"

## Nacogdoches County Civic Center

3805 N.W. Stallings Drive  
Nacogdoches, Texas 75964  
936-564-0849

<u>AREA</u>	<u>WEEKEND RATE/DAY</u>	<u>WEEKDAY RATE/DAY</u>
Downstairs Exhibit Hall (14,464 sq. footage)	\$1000.00 commercial \$700.00 non-profit	\$700.00 commercial \$500.00 non-profit
Upstairs Exhibit Hall (4,316 sq footage)	\$600.00 commercial \$500.00 non-profit	\$450.00 commercial \$350.00 non-profit
Large Breakout Room 30 x 25 (766 sq feet)	\$100.00 per day	\$80.00 per day
Upstairs Exhibit Hall Early Exit (8am-3pm ONLY)		\$350.00 commercial \$250.00 non-profit
Small Breakout Room 15 x 25 (393 sq feet)	\$50.00	\$50.00
Lobby Space	\$50.00	\$50.00
Ticket Booth	\$25.00	\$25.00
Kitchen	\$175.00	\$175.00
Exhibit Parking Lot	\$100.00	\$100.00
Move in/Move out	50%/day	50%/day
Sound System (laptop not included)	\$100.00 per event	
LCD Projector	\$75.00	
80" Screen	\$25.00	
Phone Line for Credit Card	\$25.00	\$25.00
6' & 8' Banquet Tables	\$3.00 each + (White Round Lap Length Table Cloth).....	\$10.00 each
5' & 6' Round Tables	\$5.00 each + (White Round Table Cloth to the ground).....	\$14.00 each
Café Tables (x6)	\$5.00 each + (White Banquet Lap Length Table Cloth).....	\$10.00 each
Seminar Tables	\$5.00 each	
Chairs	\$1.00 each	
Stage with skirting (32'Lx12'W)	\$140.00	
Special stage set-up	\$200.00	
Flag Set	\$5.00	
Podium	\$5.00	
Beverage Dispensers (Glass)	\$10.00	
CLEAN UP FEE UPSTAIRS	\$200.00	
CLEAN UP FEE DOWNSTAIRS	\$350.00	

INSURANCE FOR ONE DAY EVENT.....[www.wedsafe.com](http://www.wedsafe.com).....

Sales Tax Where Applicable  
**All Rates Subject to Change**

**EXHIBIT "A" continued**  
**Nacogdoches County Civic Center**



**SPECIAL WEEKDAY RENTAL RATES**  
**MONDAY - FRIDAY 8AM - 4PM**

We offer Special Weekday Rental Rates Monday thru Friday (excluding county holidays) from 8:00 am to 4:00 pm. Our facility offers a variety of meeting and conference room capable of accommodating large and small groups. Housekeeping during your event and clean-up afterward is provided.

**Downstairs Hall - \$1000.00**

Includes sound, projector (laptop not included), stage with backdrop, skirting, podium and theater seating for up to 300. You also have access to our professional catering kitchen which features two double door warming cabinets, a double door cooler, and dish washer.

**Upstairs Hall - \$350.00**

Easily accessible by elevator this room includes tables and chairs to accommodate up to 50. The upstairs hall features two adjoining break-out rooms, kitchen, and restrooms. Sound and projector (laptop not included) are available as well. It is an extremely private self contained area.

**Large Meeting Room - \$100.00**

Includes tables and chairs for up to 30. A portable projector (laptop not included) with screen are available.

**Small Meeting Room - \$50.00**

Perfect for intimate meetings, our small meeting room includes tables and chairs for up to 8. Portable projector (laptop not included) and screen are available.

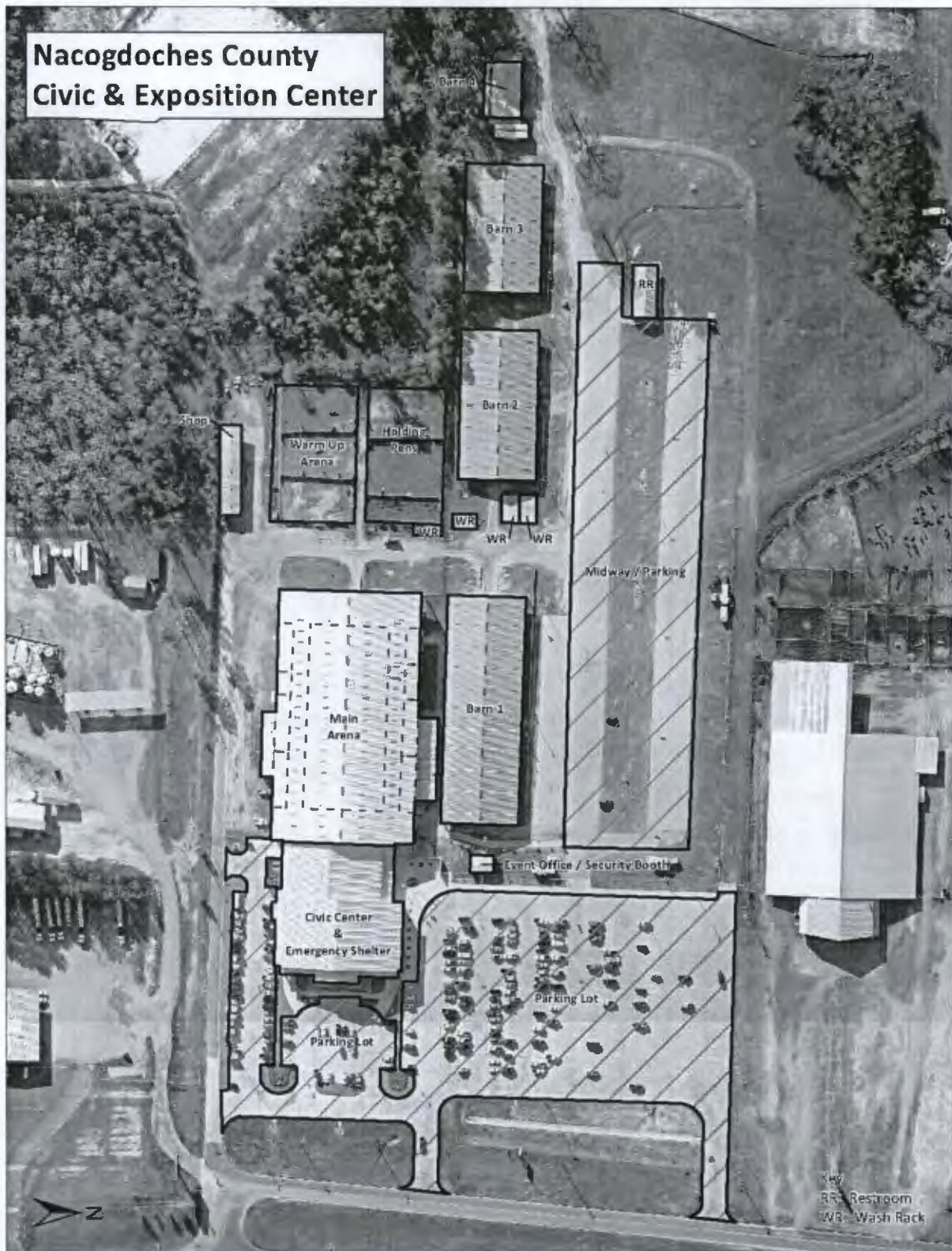
**936-564-0849**



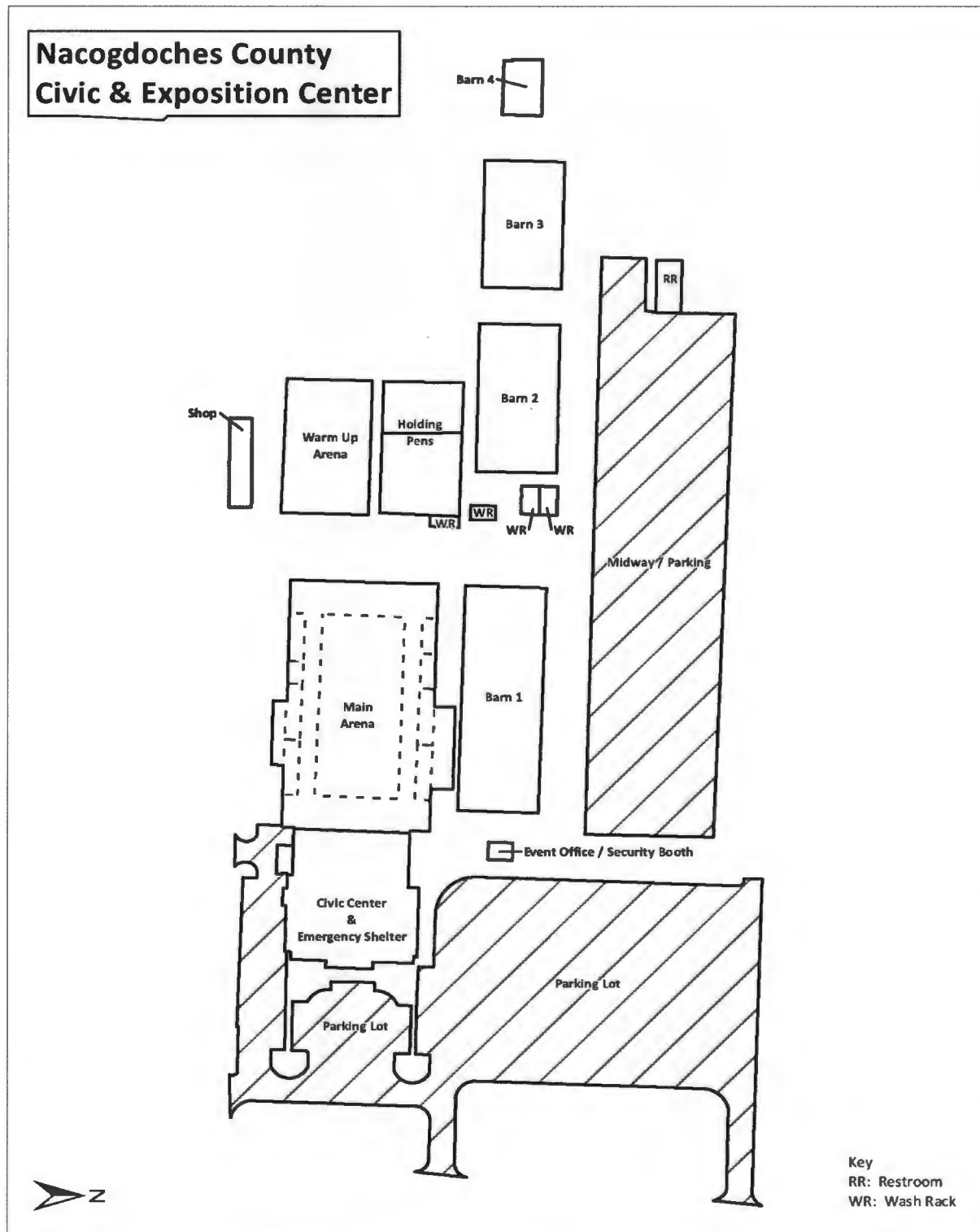
**NACOGDOCHES COUNTY**  
**EXPOSITION & CIVIC CENTER**



## EXHIBIT "B"



## EXHIBIT "B"



**EXHIBIT “C”**

**Nacogdoches County Civic Center  
License Application Form**

**Separate Attachment  
Contact Nacogdoches Expo/Civic Center for copy**

## **EXHIBIT “C”**

### **Nacogdoches County Exposition Center License Application Form**

**Separate Attachment  
Contact Nacogdoches Expo/Civic Center for copy**



**EXHIBIT "D"**

**Nacogdoches County Exposition & Civic Center  
Catering Agreement**

**Separate Attachment  
Contact Nacogdoches Expo/Civic Center for copy**