



Facility Rental Application

Event date: _____

Alternate date if above date is not available: _____

Event type: _____

Access to facility entry time: _____ Access to facility exit time: _____

(Time needed to access the facility for set-up/break-down/clean-up must be included in the entry and exit times above. We recommend a minimum of 1 hour for cleanup, but you may need more.)

Facility and rooms requested: Building 1 (Expo Hall), 20,000 sq ft _____

Building 6, 15,000 sq ft _____

Midway (outside area) _____

Main Parking Lot _____

Other: _____

Maximum number of anticipated guests: _____

Is this event for a private party (invite only) or public event (free or tickets sold): _____

Responsible Party

The signing individual must be 18 years of age or older. Any monies returned by the Pensacola Interstate Fair related to a facility rental shall be issued in the name of the responsible party. The primary insured as listed on the certificate of insurance shall be in the name of the responsible party.

Is this event in the name of an organization or individual? _____ organization _____ individual

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Point of Contact: _____ Phone: _____

If this organization is tax-exempt, please provide the Florida Certificate of Exemption as Proof of Non-Profit Status.

_____ (initials)

Will any part of this event be held outside? _____ Yes _____ No

(If yes, please describe the space needed outside and the start/end time needed for that part of the event. Additional fees apply.)

Will alcohol be present at this event? _____ Yes _____ No If yes, will it be sold? _____ Yes _____ No

Reservations

(See alcohol policy below)

It is your responsibility to confirm that the facility you are renting accommodates the number of guests attending your event. To reserve a facility, the application must be accepted by the Pensacola Interstate Fair. At that time a contract will be issued. Once the contract is signed and returned and the deposit is paid, the reservation will be secured. The balance of the rental fee will be due 60 days prior to the event. If a rental is booked less than 30 days prior to the event, full payment plus the deposit is due at the time the rental agreement is completed and signed. Payments can be made by credit card, money order, cash or cashier check.

Deposits, Refunds, and Cancellations

If a reservation is cancelled, an administrative fee of \$100 will be assessed. If the cancellation is made less than 60 days before the event, the deposit will be forfeited. Refunds will only be issued to the Responsible Party. No cash refunds will be given at any time.

Deposits are refunded in the form of a check, via US Mail, approximately 2-4 weeks after your rental.

Missing property or damage of or to the facility will be the financial obligation of the "Responsible Party", and the amount will be deducted from the deposit. The Pensacola Interstate Fair reserves the right to pursue civil action for damages exceeding the deposit amount.

If alcohol is present on the premises in violation of the alcohol policy as stated in this agreement or without securing the appropriate number of officers required, the event will be shut down immediately without refund of deposit or rental fee.

It is the sole responsibility of the "Responsible Party" in this agreement to secure and ensure presence of Escambia County Sheriff's Department officers. Inability to secure officers will result in cancellation of this event unless event is revised to be in accordance with all policies stated herein. If the request for officers was made less than 30 days prior to the event, cancellation due to inability to secure officers will result in loss of deposit. You can contact the Sheriff's Department at 850-436-9970, 850-436-9797, or extradutyemployment@escambiaso.com.

Alcohol Policy

Alcohol cannot be on premises without prior permission of the Pensacola Interstate Fair. If alcohol is on the premises, the tenant must hire the Escambia County Sheriff's Department as security for the event. We suggest two officers for events up to 150 people and one additional officer per 75 guests thereafter. Please note that if the Sheriff's Dept. has different requirements, you must go by their recommendation and we will abide by that. **Host liquor liability must be endorsed on the liability insurance policy for events where alcohol will be present or consumed.** The tenant must supply the Pensacola Interstate Fair with a copy of the Liquor License that will be used for the event. Alcohol is only to be consumed within the walls of the facility and is not permitted to be on the general grounds.

Insurance and Liability

All events will be required to have a Certificate of Insurance that names the Pensacola Interstate Fair as additional insured. A minimum of \$1,000,000.00 in liability insurance is required. If alcohol will be present or consumed, liquor liability must be endorsed on the liability policy.

Certificate Holder should read:

Pensacola Interstate Fair, Inc.
6655 Mobile Hwy
Pensacola, FL 32526

“The Responsible Party” agrees to fully indemnify, defend, and save harmless the Pensacola Interstate Fair, its officers, agents, employees, and volunteers from and against all actions, damages, costs, liability, claims, losses, judgments, penalties, and expenses of every type and description including, but not limited to, any fees and/or costs reasonable incurred by the Pensacola Interstate Fair’s attorneys and any fees and expenses incurred in enforcing this provision (hereafter collectively referred to as “Liabilities”), to which any or all of them may be subjected, to the extent such Liabilities are caused by or result from any negligent act or omission or willful misconduct of the Responsible Party in connection with its use of the Pensacola Interstate Fair’s facility. This shall be a continuing release and shall remain in effect until revoked in writing or willful misconduct of the Responsible Party in connection with its use of the Pensacola Interstate Fair’s facility.

In case of reasons beyond the Fair’s control, including, but not limited to, acts of God, extreme inclement weather, fire, declaration of emergency, or any other cause beyond the Fair’s control, the Pensacola Interstate Fair reserved the right to cancel the event prior to the scheduled use without liability. Refunds will be made if cancellation by the Pensacola Interstate Fair is necessary.

_____ I hereby affirm that the information contained in this agreement is true and correct, and I agree to all provisions contained herein.

_____ Additionally, I understand and agree, as the listed Responsible Party, that I will:

- Be financially responsible for any costs incurred by the Pensacola Interstate Fair for damages to the Fair’s property.
- Be financially responsible to reimburse the Fair reasonable attorney fees to enforce the provisions of any agreement that is issued for the event described in this agreement.
- Forfeit all fees and deposits as partial compensation to the Fair for any costs associated with the enforcement of the provisions of this agreement.
- Forfeit all fees and deposits if it is determined that I have provided false information on the agreement.
- Be financially responsible for any Fair costs that exceed fees and deposits already forfeited to the Fair for enforcement or provisions related to this agreement.

_____ I understand and agree that if any of the following occur, that this agreement shall automatically become null and void and any activity associated with this reservation will immediately cease, and if the event has not yet taken place, the agreement will be cancelled:

- If any of the information contained in the agreement is found to be false.
- If my conduct, or the conduct of any participants or guests is deemed inappropriate or unruly.
- If any applicable City, County, State or Federal rules, regulations, codes or laws are violated.

_____ (initials)

The Responsible Party must be 18 years or older and provide a copy of their driver's license.

PLEASE PRINT AND SIGN YOUR NAME BELOW TO ACKNOWLEDGE THAT THE INFORMATION IN THE AGREEMENT IS CORRECT AND THAT YOU AGREE TO THE DUTIES AND RESPONSIBILITIES OF THE "RESPONSIBLE PARTY", AND THAT YOU UNDERSTAND THE FACILITY RESERVATION PROCEDURES AND GUIDELINES.

PRINTED Name of Responsible Party: _____

Signature of Responsible Party: _____

Date: _____

TO BE COMPLETED BY THE PENSACOLA INTERSTATE FAIR:

Approved by: _____

Date: _____

Date

Contract Issued: _____