

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

***Circus Contract***

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

	<b>Rental Rate</b>	<b>Deposit (Refundable)</b>
Indoor Arena	/ day (8:00 am – 2:00 am)	
Parking Lot	/day	
Small Vernon Room	/day	
Concession Stand	/day your use /day provided	
Early set up		
Late clean up		
Stalls	/day / 2 days / week	
RV Hook Ups (Water & Electricity)	/day / 6 days / 7 days	
Dump		
Shavings		
Security	/hr/officer no alcohol \$25.00/hr/officer alcohol	

**II. Reservations and Fees:**

1. Checks returned for any reason will be charged \$25.00
2. No rental is recognized with 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 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 increases will be voted on in July.

**LESSEE SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

### 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. This includes the concession stand (if leased), restrooms, and the grounds (inside and outside). Trash barrels should be emptied into large dumpsters. Manure is to be placed in the appropriately marked barrels. Cleaning deposits will be refunded upon inspection. If lessee does not clean up, the cost of cleaning will be charged and subtracted from the deposit. The balance of the deposit will be refunded. The deposit will not be returned until the facility has been inspected.
4. Damage: Please remember that lessee is responsible for any damage incurred while lessee is utilizing the NCEC and will be billed accordingly. 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. Truth in Advertising: All advertisement materials for the circus must be accurate and truthful. All acts on advertisements must be included in the show. (i.e. if there is a tiger on advertisements then there must be one in the show.) If any advertisements are inaccurate, the deposit will be forfeited.
7. Tractor: Use the tractor in a safe and correct manner. NCEC is not responsible for injuries or damage caused by operators of this equipment. If the tractor is used by the lessee, it will be checked out and in with the condition of the tractor noted each time. The lessee will be charged for any damage due to abuse by the lessee.
8. Bedding: No straw or hay will be used as bedding in the NCEC. All animals 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 shaving are to be paid for when picked up unless prior arrangements have been made.
9. 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.
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.
11. Security:
  - 1) Events without alcohol: Certified Peace Officer security is available per request of the lessee or if required by the NCEC management for events that do not serve alcohol. The security officer will be employed by the Navarro County Sheriffs Department. The fee is \$25/hour/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 officer will be employed by the Navarro County Sheriffs Department. For 0-300 people 2 security officers will be required at a rate of \$25/officer/hour with a 3-hour minimum. The security officer will be authorized to terminate a function at any point that he/she determines it necessary. (There will be no return of any portion of the rental fee if this occurs.) The security officer may also call in additional officers in the event the attendance exceeds 300. The additional fee will be due the next business day after the rental.

Lessee Initials: \_\_\_\_\_ Date \_\_\_\_\_

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, it's directors and officers, it's manager, and/or any other associate of the center. Lessee agrees to indemnify Lessor 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 Lessor 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. **Permits:** It is the sole responsibility of the lessee to inquire and acquire proper permits from the City of Corsicana and Navarro County.
16. **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.
17. **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 Deposit:**

1. Forfeiture of the Deposit can occur if there is an infraction of any item listed under **III. Rules.**

**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): \_\_\_\_\_

TIME OF EVENT \_\_\_\_\_

NAME OF LESSEE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

DRIVERS LICENSES NUMBER: \_\_\_\_\_

\* Photocopy of drivers license required

DATE  
 \_\_\_\_\_  
 NCEC Lessee

DATE  
 \_\_\_\_\_  
 NCEC Representative

# *Navarro County Exposition Center*

## *Circus Lease Worksheet*

**Rental Date(s):** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Type of Event:** \_\_\_\_\_

<b>Deposits:</b>	Date Received/Sent	Check or CR #	Amount	NCEC Initials
Indoor Arena				
Small Vernon Room				
Deposit Returned				

<b>Lease:</b>	Days/Time	Rate	Date Received	Check or CR#	Amount	NCEC Initials
Indoor Arena						
Parking Lot						
Small Vernon Room						
Early Set Up/Use						
Late Clean Up						

<b>Concession Stand:</b>	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.

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

<b>Shavings:</b>	Number	Fee	Date Received	Check or CR#	Amount	NCEC Initials
Estimated						
Used						

<b>RV hookups:</b>	Number	Rate	Date Received	Check or CR#	Amount	NCEC Initials
Estimated						
Used						
Dump						

Lessee Int \_\_\_\_\_ Date \_\_\_\_\_

**Alcohol:**

Is Alcohol being served? Yes                      No

Number of Guests: \_\_\_\_\_

Security:	# Hours	Rate	# Officers	Total	Check or Cash #
No Alcohol					

**CLIENT'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**P.A. System:**                      Yes                      No

**Tables:**                      Requested \_\_\_\_\_                      Used \_\_\_\_\_

\* No guarantee of availability

**Chairs:**                      Requested \_\_\_\_\_                      Used \_\_\_\_\_

\* No guarantee of availability

**Special Arrangements/Agreements** \_\_\_\_\_

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\_\_\_\_\_  
NCEC Lessee

\_\_\_\_\_  
NCEC Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# *Navarro County Exposition Center*

## *Independent Concession Contract*

**I. Consent:**

Rental 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						