

# BEE COUNTY EXPOSITION CENTER LEASE AGREEMENT

Lessee \_\_\_\_\_ Venue \_\_\_\_\_

Address \_\_\_\_\_ EVENT \_\_\_\_\_

Contact Person \_\_\_\_\_ Event Date & Time \_\_\_\_\_

Phone (h) \_\_\_\_\_ Cell \_\_\_\_\_

Est. # of Guest \_\_\_\_\_ Signature \_\_\_\_\_

Rental fee due \_\_\_\_\_ PD Date \_\_\_\_\_

Deposit fee due \_\_\_\_\_ PD Date \_\_\_\_\_

**Deposit: \$500.00 Arena I, and Auditorium, \$250.00 for ½ Auditorium, \$1000.00 Grounds, \$300 Pavilion, \$100 Small Meeting Room, \$200 Picnic Area, Entire Expo Facility \$2500.00**

## **Note:**

The deposit is due in full upon execution of this contract. Your date cannot be held until the deposit is paid in full. The deposit will be refunded providing the facilities are returned in at least the same condition than when it was rented and all rental balances are paid in full. The rental fees and this contract are subject to change at any time that the Bee County Expo Center deems it is necessary.

The rental fee is due in full 30 days prior to your event as set forth in the Exposition Center rules. Ninety (90) days written notice of cancellation is MANDATORY. Cancellation of less than 90 days shall result in forfeiture of deposits paid.

It is understood that Bee County, The Bee County Exposition Center nor any Bee County Employee is liable for any accidents, damage, loss, or injuries occurring while the above named person or organization is using the facility, and he or it should affect his or its own liability insurance. The person or organization leasing the same will pay for any damages to county property, resulting from the use of the facilities.

It is agreed that it is not the Bee County Exposition Center's duty to remind the Lessee of terms and conditions. Lessee is required to remain in charge so long as there are activities on going. Lessee understands that the Auditorium and Small Meeting Room are non-smoking areas and agrees to abide by that rule.

It is understood and agreed that the total number of hours of the lease is eight (8) hours with electricity, each additional hour electricity is used will be charged at the following rate per hour: Arena I, Arena II and the pavilion \$30 and Auditorium at \$65. ACTUAL rental is from 8:00 AM the date of event to 8:00 AM the following morning.

I have received and understand the Terms and Conditions and I hereby comply with said Terms and Conditions and accept venue as it was turned over to us.

\_\_\_\_\_  
**Lessee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Bee County Exposition Center**

\_\_\_\_\_  
**Date**

*\*Effective date January 1, 2015*

**BEE COUNTY EXPO CENTER  
AUDITORIUM CONTRACT CHECK LIST**

*\*Effective date January 1, 2015*

\_\_\_\_\_ **RENTAL FEE** (AMOUNT, DATE DUE)

\_\_\_\_\_ **CLEAN UP DEPOSIT**

- VENUE MUST BE LEFT IN THE SAME OR BETTER CONDITION AS IT WAS FOUND.
- YOU MUST CLEAN ALL TRASH, PAPER AND DEBRIS OFF OF THE TABLES, CHAIRS, FLOORS, PARKING LOT AND DISPOSE IN DUMPSTERS.
- AUDITORIUM ENTRANCE MUST BE CLEAR OF CIGARETTE BUTTS AND/OR TRASH.
- ALL RUGS AND MATTS MUST BE SWEEPED.
- FLOORS MUST BE SWEEPED ENTIRELY AND BE CLEAN OF ANY STAINS OR SPILLS (SPOT MOPPING MAY BE NECESSARY).
- KITCHEN AND BAR AREAS: ALL FOOD AND/OR REFRESHMENTS MUST BE REMOVED. ABSOLUTELY NO FOOD MAY BE FLUSHED DOWN DRAINS. COUNTERTOPS SHOULD BE SANITIZED.
- RESTROOMS: ALL TRASH REMOVED. FLOORS, TOILETS, AND SINKS CLEAR OF DEBRIS AND WIPED DOWN.
- DECORATIONS: ALL DÉCOR MUST BE REMOVED INCLUDING TAPE, HOOKS, ETC. CEILING TILES MUST BE REPLACED IF MOVED FOR DECORATING PURPOSES. ABSOLUTELY NO HOLES MAY BE PUNCTURED IN WALLS. TACKS ARE ALLOWED IN DESIGNATED AREAS ONLY. GLITTER AND HAY IS STRICTLY PROHIBITED. ANY GLITTER OR HAY LEFT ON THE PREMISE MAY RESULT IN THE FORFEITURE OF FULL DEPOSIT.

\_\_\_\_\_ **DAMAGE DEPOSIT** (AMOUNT, DATE DUE, ANY DAMAGES INCURRED BY THE LEASED FACILITY WILL BE REPAIRED WITH MONEY FROM THE DAMAGE DEPOSIT AND IF ANY AMOUNT IS GREATER THAN THE AMOUNT OF THE DEPOSIT THE LESSEE WILL BE RESPONSIBLE FOR THAT AMOUNT)

\_\_\_\_\_ **SECURITY** (LESSEE IS RESPONSIBLE FOR SECURITY)

\_\_\_\_\_ **CANCELLATION NOTICE** (MUST BE IN WRITING AND 90 DAYS PRIOR TO CONTRACT DATE OF USE)

\_\_\_\_\_ **RESPONSIBILITY** (LESSEE IS RESPONSIBLE FOR FACILITY AND ALL GUEST ACTIONS)

\_\_\_\_\_ **ALCOHOL** (BYOB/NO GLASS BEER BOTTLES ALLOWED ANYWHERE ON GROUNDS)

\_\_\_\_\_ **KEGS/LARGE ICE CHESTS** (ALLOWED IN THE KITCHEN AREAS ONLY)

\_\_\_\_\_ **WALK THROUGH FACILITIES** (LIGHTS, DOORS, LOCKS, COOLERS, A/C CONTROLS)

\_\_\_\_\_ **READ OVER CONTRACT THOROUGHLY**

\_\_\_\_\_ **DECORATING/SET-UP** (YOU MAY DECORATE/SET-UP THE DAY BEFORE YOUR EVENT(WITH NO A/C) AS LONG AS MANAGEMENT APPROVES IT AND IT WON'T INTERFERE WITH ANY OTHER ACTIVITY, THIS IS A COURTESY, ACTUAL RENTAL IS FROM 8:00AM DAY OF EVENT TILL 8:00 AM THE FOLLOWING DAY. **ALSO ANY SPECIAL**

**SET-UP BESIDES OUR STANDARD SET-UP WILL BE THE FULL RESPONSIBILITY OF LESSEE AND MUST BE PUT BACK TO THE STANDARD SET-UP AFTER YOUR EVENT)**

\_\_\_\_\_ A/C (AIR CONDITIONING WILL BE TURNED ON FOR THE LEASED DATE EVENT ONLY (2 HOURS PRIOR TO EVENT). IF YOU WOULD LIKE TO HAVE THE AIR CONDITIONING SYSTEM TURNED ON EARLY ON DAY OF YOUR EVENT OR FOR DECORATING IT WILL COST AN EXTRA \$65.00 PER HOUR)(IF A/C IS NOT TURNED OFF AT THE END OF YOUR EVENT YOU WILL FORFIET YOUR DEPOSIT)

\_\_\_\_\_ I HAVE READ, UNDERSTAND AND RECEIVED A COMPLETE COPY OF THE CONTRACT, AND DECORATING RULES

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

LESSOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**BEE COUNTY EXPOSITION CENTER  
TERMS AND CONDITIONS FOR LEASING FACILITIES**

- I. These rates and policies, terms and conditions presented to the lessee and signed for become a legal and binding part of the contract. A lease date is confirmed when the deposit is paid in full, deposited and the contract is signed. **The rental fee must be paid thirty (30) days prior to the leased date.** It **shall not** be management's responsibility to remind Lessee of the terms of this agreement: failure to comply shall result in the cancellation of the event. The rental fees and this contract are subject to change at any time that the Bee County Expo Center deems it is necessary.
- A. The damage deposit is returnable after the event, provided these conditions are met:
1. No damage to the facility. The cost of repairs and replacement will be deducted. Should the amount of damages and rental balance exceed the amount of the deposit, the Lessee is responsible for the balance.
  2. **Lessee** picks up and properly disposes of trash, paper goods and other material associated with the event. Large trash receptacles are located between the pavilion and the Expo Center, all trash needs to be disposed of properly in the receptacles with **NO OVERFLOW**. Large events with over 1000 attendees must contract for extra receptacles.
  3. **Lessee** shall be responsible for cleaning all facilities utilized including kitchen, bar, meeting room, backstage, stage, and restroom areas.
  4. Lessee returns the keys within 2 days after the event.
- B. Only the Expo Center Administrator or designee has the authority to schedule events.
- C. All checks, money orders, drafts, etc. shall be payable to the Bee County Expo Center of Bee County and be delivered to the administrator or designee at the Bee County Courthouse, 105 W. Corpus Christi, Room 109, Beeville, TX.
- D. Cancellations must be made in writing ninety (90) days prior to the leased date, no exception. In the event that the cancellation policy is not followed all payments towards the event will be forfeited.**
- E. The Bee County Expo Center regular office hours are Monday through Friday, from 8am to 5pm. The Expo office will be closed on all Bee County approved holidays.
- F. Bee County based non-profit organizations may reserve facilities three years in advance, all others one year in advance.
- II. **Lessee's Responsibility:** Lessee hereby assumes **full** responsibility for the character, acts and conducts for all persons admitted to said premises. Lessee shall provide appropriate security officers at **Lessee's expense**, to maintain order and protect the persons and property. Security officers can be scheduled through the Bee County Sheriff Department.
- III. **Fire:** In case said premises or any part thereof shall be destroyed or damaged by fire or natural disaster shall render the fulfillment of this lease by Lessor impossible, then and thereupon this lease shall terminate, and Lessee shall pay rental for said premises only up to the time of such termination at the rates herein specified, and Lessee hereby waives any claim of damage or compensation should this lease be terminated
- IV. **Law Observance:** The lessee agrees that every employee or agent connected with the purpose or which said building is rented shall abide by, conform to and comply with all the laws of the United States and the State of Texas and all the ordinances of the county and rules and regulations of the County for the government and management of said building, together with all rules and requirements of the police and fire departments of the County and will not do, nor suffer to be done, anything on the said premises, during the term of this lease, in violation of any such rule, laws or ordinances, and if the attention of said Lessee is called to such violation. Lessee will immediately desist from and correct such violation.

- V. **Control of Building**: Said buildings shall remain under the control of the Lessee at all times and any matters not herein expressly provide for shall be at the discretion of the Lessor.
- VI. **Assignments**: Lessee shall not assign this lease, nor suffer any uses of said premises other than herein specified, nor “sublet” the premises or any part thereof, without the prior written consent of the Bee County Exposition Center manager or designee.
- VII. **Normal Facilities**: Lessor shall furnished normal facility, such as light, air conditioning, heat, water, gas and ordinary cleaning. Any special fixtures shall however, be provided and paid for by the Lessee under the supervision and with the approval of the Lessor.

## HOUSE & GROUNDS RULES

*Note: Failure to comply may result deposit forfeiture, legal action and/or inability to reserve Facilities in the future.*

- A. Lessee must provide management with official verification of a non-profit charter Number or certificate to qualify for non-profit status with the Bee County Expo Center. Lessor’s decision on verification shall be final.
- B. When beer and wine are being sold in the pavilion, auditorium, arena, or the general Grounds, management must have a copy of the retailers TABC picnic or special event permits.  
Concessionaires must provide management of the Expo Center with current copies of proper licensing from the Texas Department of Health and food handlers’ certification for all workers.
- C. **Kegs and large ice chests will not be allowed in the auditorium, except in the kitchen area. Glass beer bottles will not be allowed anywhere on the grounds. Small coolers, approximately 12-pack size, are allowed under the tables or in the aisles.**
- D. **Minimum security requirements**: The number of Uniformed Bee County TCLEOSE **Certified** Law Enforcement Officers needed for each event is determined by the number of guest that will be attending and if alcohol is served. **Lessee** must provide officers at **Lessee’s** expense. Fee for officers is to be paid to the officers **one week prior** to event. Security officers can be scheduled through the Bee County Sheriff Department. **Certified** EMS technicians, at **Lessee’s** expense, must be on the premise for all large festivals (1000 or more people).

Rentals with alcohol

# of Participants	# of Officers
1-400	2
401-800	3
Over 800	4

Officers must be on duty before alcohol is served and for as long as activities are ongoing.

Rentals without alcohol

# Of Participants	# of Officers
1-200	0
201-400	1
400-800	2
Over 800	3

**VIII. Auditorium \$850 full \$425 half (capacity 1,232)**

- A. Tables and chairs shall not be taken out of the Auditorium. No one shall be allowed to stand or sit on tables, nor shall any heavy objects be placed upon them. Tables and chairs will not be dragged when moved.
- B. No tape shall be used on doors, ceilings, tables, wall inside or walls outside. There will be no animals allowed in the Auditorium.

**IX. Multipurpose Arena I \$700 with maintenance/\$600 without maintenance**

- A. A negative Coggins Test is required for all horses entering Bee County Expo Center grounds for any reason.
- B. All animal trailers must park in the designated area in the north parking lot. Vehicles must leave doublewide passage between the stalls and the arena.
- C. Each lessee is responsible for his/her own lock on each horse stall during time leased.
- D. Ambulance service is required on premises for all rough stock events.
- E. Lessee will be responsible for extra roll off trash container and/or portable restrooms to accommodate the number of guest flow with over 500.

**X. Stalls \$150.00 increments of 10/ RV Hookups \$25**

- A. Stall and RV hookups may be reserved prior to events by calling Expo office.
- B. Any Arena rental includes the use of **10** stalls **free** of charge.

**XI. Pavilion \$400 (capacity 933)**

- A. Management must approve all decoration.
- B. Nothing shall be attached to tables or chairs.
- C. Lessee will be responsible for extra roll off trash container and/or portable restrooms to accommodate the number of guest flow with over 500.

**XII. Use of facilities free of charge/discounted rate:**

- A. All parties requesting the use of the facilities at no charge or reduced rates must come before the Commissioners Court for approval on a case-to-case basis.
- B. Use of the arena for practice involving livestock (etc. roping, cutting) will be charged \$40 an hour with a minimum of 4 hours. Monday –Friday between the hours of 8:00 AM- 5:00 PM. The arena will be used as is.
- C. Advance notice is required in order to avoid scheduling conflicts for paid events.
- D. However, they must adhere to the rules 1, 2, and 3, detailed below.
  - 1. Contact the Expo Center management or designee in advance to schedule an event and for physical arrangements required. A regular Exposition lease agreement must be signed and on file.
  - 2. Appoint one person who will accept TOTAL RESPONSIBILITY for the facility during use- locking all doors and gates, and for seeing that all involved conserve as much electricity and water as possible.
  - 3. Failure to comply with these rules could result in being denied further use of the Exposition facilities free of charge.

Reservation/Scheduling – All scheduling shall be coordinated by the Bee County Exposition Center Administrator with the master schedule to prevent scheduling conflicts and to ensure initial agreement, understanding, and compliance.

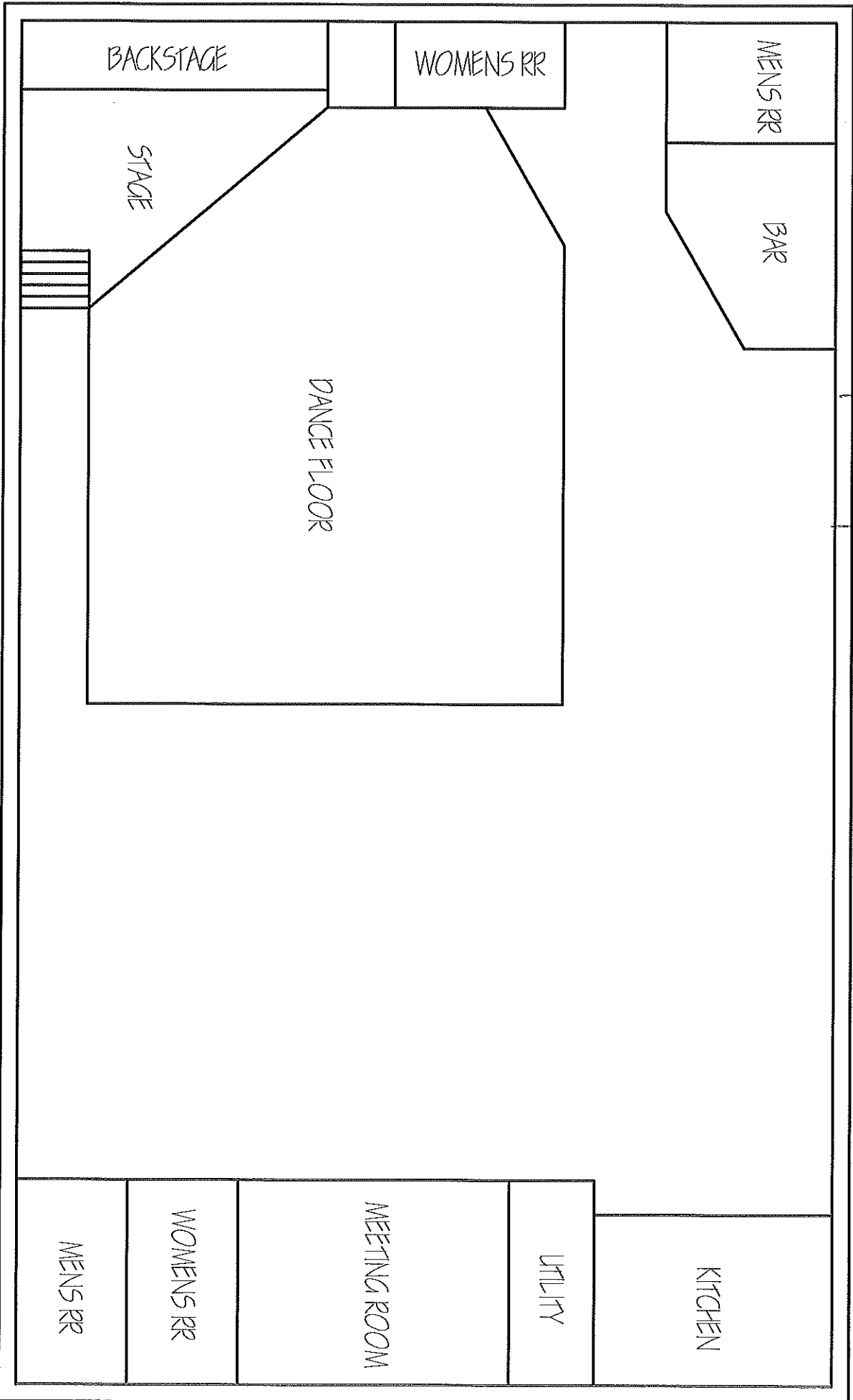
**Expo Office # 361-362-3290      After hours please call 361-494-0326**  
**Bee County Expo Center**  
**214 S. FM 351**  
**Beeville, TX 78102**

## E. Insurance requirements

1. General Liability- **all** festivals and rodeos with rough stock events, carnivals, and circuses must provide Lessor with a certificate of Liability Insurance listing Bee County as additional insured, with a minimum of \$1,000,000.00 coverage, 30 days prior to the lease date.
2. Liquor Liability- any licenses beer and wine retailer, including festivals, contracted to sell beer or wine in the pavilion, auditorium, or the general grounds must provide Lessor with a certificate of liability insurance listing Bee County as additional insured, with a minimum of \$1,000,000.00 coverage, 30 days prior to the leased date.

- F. **Lessor Indemnity**- Lessee hereby releases from all damages and claims of every sort, whether to person or property, arising incident to the Lessee's use of the premises or arising during the Lessee's use of the premises and agrees to hold Bee County Exposition Center harmless from any damage sustained by Lessee or by any of its agents, employees or invites including its patrons, and to indemnify Bee County against and all claims for such loss, damage or injury.
- G. **Lessee Indemnity**- Lessor shall hold harmless and indemnify Lessee from all claims arising in favor of any person or persons while on leased property, when caused by the willful acts or omissions, negligence or strict liability of Lessor, or latent defects in the Leases Premises unknown to Lessee
- H. All parking rules must be observed, and the speed limit of 15 miles per hour must be adhered to.
- I. No consumption of alcoholic beverages allowed in any type of vehicle, regardless of being licensed to operate on public roadways.
- J. Installation and removal of any property brought on premises, including decorations, or any event related equipment, whether rented or privately owned must be removed by the Lessee or someone on his behalf, within set up/take down time. **Any property left over 72 hours becomes the property of Bee County.** In the event platforms, staging, rented equipment or other structures are erected and not removed within the required time frame, the lessee will be required to pay for removal.
- K. The County assumes no responsibility whatsoever for any property placed in buildings and the County is hereby expressly released and discharged from any and all liability for any loss, injury or damages to persons or property that may be sustained by reason of the occupancy under the lease, and all watchmen or other protective services desired by Lessee must be arranged for by the Lessee.
- L. **No defacement of buildings- Lessee shall not install any wire, electrical appliance, plumbing fixtures or pipes, any nails or other things to be driven into any portion of the building, nor any signs to be affixed whether to the exterior or interior thereof, nor cause or permit any changes, alteration repairs, painting or staining of any part of the said premises or the furnishing of equipment thereof, nor permit anything to be done which will damage or change the appearance of the said premises.**
- M. Lessee's representative- a representative of Lessee approved by the Bee County Expo Center Administrator or designee shall remain on the premises during the term hereof and until performers and the public has left the premises.
- N. Manager or designee's office is not available for use or rent by Lessee.
- O. **Bee County Commissioners' Court and/or Bee County Expo Administrator reserves the right to reject any offensive language or displays including the Confederate flag, or other offensive flags, banners, posters, signs, etc., that it feels are inappropriate or offensive and will not be permitted to be displayed at any part of the Expo grounds during any and all events.**
- P. All rentals are 24hrs, beginning at 8:00 AM the day of the event through 8:00 AM the following day. Rental includes 8hrs of electrical usage with additional hours available at \$65.00 an hour.

361 362-3221 Simon Moya Security



35 Round 8ft tables  
25 8ft rectangular tables





# *BEE COUNTY SHERIFF'S OFFICE*

*Sheriff Alden E. Southmayd III*

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1511 E. TOLEDO BEEVILLE, TEXAS 78102 (361) 362-3221 (361) 362-3227 (FAX)

## **OFF DUTY EMPLOYMENT PROTOCOL**

The Bee County Sheriff's Office allows employees who are commissioned peace officers to work in a Secondary Employment "Off Duty" capacity in accordance with Sheriff's Office policies, state and local laws. Peace Officers engage in Off Duty Employment as independent contractors.

A Bee County Sheriff's Office Deputy's primary responsibility while working in an "Off Duty" status, in uniform or in plain clothes, is the enforcement of federal and state laws and county ordinances; to protect life and property and to keep the peace. Deputies engaged in a secondary employment job will not refuse to assist any citizen requesting or needing assistance and can be called away from any secondary employment job if an emergency arises.

The Bee County Sheriff's Office has the right to refuse any request to hire our deputies. All requests are subject to approval. Because our primary responsibility is to the citizens of Bee County, we cannot guarantee we will be able to fill your request.

Any individual, organization or business submitting an application to hire our deputies is considered a Contractor for the duration of the employment.

### **Deputy Rates – per Deputy with a 4-hour minimum:**

Standard Rate ~~\$XX.XX~~<sup>\$40.00</sup> per hour

Alden E. Southmayd III  
Bee County Sheriff