

# CRAVEN COUNTY FAIRGROUNDS RENTAL PRICE LIST & EVENT APPLICATION

**3700 Hwy. 70 East - P. O. BOX 3471, NEW BERN, NC 28564; TEL. (252) 636-0303**  
RENTAL PRICE LIST FOR EVENTS HELD ON OR AFTER JANUARY 31, 2013

The Craven County Jaycee Fairgrounds hosts numerous events throughout the year. We offer both indoor and outdoor facilities appropriate for shows, family and corporate gatherings, concerts and many other types of public and private events.

**This rental price list should be used as a guideline only, events that may incur additional costs to the Facility or for special consideration or special pricing, please call for a quote.**

## **POLICIES**

**Public Liability Insurance Required** Insurance coverage, as required by contract, should stipulate the Craven County Junior Chamber, their officers, members, directors, agents and employees, be named as additional insured. (minimum limits \$1,000,000/\$300,000 combined single limit) for each occurrence.

**Security/Cleanup Deposit required with application.** All signed contracts require a 50% Security Deposit. Security Deposits are fully refundable if the event is cancelled NO LESS THAN 60 DAYS PRIOR to the event. Fifty (50%) refundable if canceled 30 DAYS prior to the event and forfeit able if canceled less than 30 DAYS prior to the event. Cancellations must be made in writing to: Fairgrounds Manager, PO Box 3471, New Bern, NC 28564.

The applicable portion of the cleanup deposit shall be returned to Lessee within thirty (30) days after the Lessee has vacated the Leased Premises. The cleanup deposit will be refunded after post-rental inspection by the Lessor has deemed that the leased premises have been satisfactorily cleaned.

| <b>BUILDINGS/ROOMS – INSIDE</b>  | <b>ASSEMBLY</b>                      | <b>DIMENSIONS</b>       | <b>PRICE PER DAY</b> |
|--|--------------------------------------|-------------------------|----------------------|
| Craven County Junior Chamber FAIRGROUNDS<br>Building A & B<br><b>Heat billed separately.</b> Rental of buildings (17,500 square feet) includes indoor bathrooms, supplies, use of on-site dumpster, parking and electricity. | 1,200 Building A<br>1,000 Building B | 160' X 80'<br>95' X 50' | \$1,200.00           |
| Building B (includes indoor bathrooms, supplies, use of on-site dumpster, parking & Electricity<br><b>Heat/Gas billed separately</b>   | 1,000                                | 95' X 50'               | 450.00               |
| CCFA Cookshed  |                                      | 20' X 20'               | 400.00               |
| *Jaycees Clubhouse (including kitchen)<br>special consideration only, approved usage by Craven County Junior Chamber only  | 30 - 40                              | 60' x 40'               | 350.00               |
| <b>FACILITIES – OUTSIDE</b>  | <b>DESCRIPTION</b>                   | <b>DIMENSIONS</b>       | <b>PRICE PER DAY</b> |
| Jaycee Grounds/Arena (commercial use)<br>Includes use of adjacent parking lot, outside bathrooms, field lights, water and electricity  |                                      | 150' X 300'             | \$1,500.00           |
| Rodeo Arena  |                                      | 150' X 300'             | 750.00               |
| Building A& B and Jaycee Grounds   |                                      |                         | NEG*                 |
| <b>OTHER CHARGES</b>   |                                      |                         | <b>PER EVENT</b>     |
| Security/Clean-up Deposit (Buildings)  |                                      |                         | \$200.00 minimum     |
| Security/Clean-up Deposit (Buildings & Grounds)  |                                      |                         | \$400.00 minimum     |

**CRAVEN COUNTY JAYCEE FAIRGROUNDS RENTAL REQUEST FORM**

Return To: Jaycee Fairgrounds Manager  
PO Box 3471  
New Bern, NC 28564  
252.636.0303 Voicemail 252.633.6590 Fax

The following information is requested by The Craven County Jaycee Board of Directors (JAYCEES) to assist in the review and consideration of your request to rent Craven County Jaycees Fairgrounds facilities. The accuracy and completeness of the information provided below are very important. There is no legal or binding commitment between the parties until JAYCEES officially acts upon this request and a formal license agreement has been executed and a refundable security deposit received. All requests are on a first-come first-serve basis and NO DATE will be held until this rental request is approved by the Board.

Please print all information

EVENT NAME: \_\_\_\_\_

DESCRIBE EVENT: \_\_\_\_\_

INDICATE SPACE REQUESTED: \_\_\_\_\_ Buildings (A & B) \_\_\_\_\_ Jaycees Grounds \_\_\_\_\_ Carnival Lot  
\_\_\_\_\_ Rodeo Arena \_\_\_\_\_ Cook shed \_\_\_\_\_ Other: \_\_\_\_\_

REQUESTED EVENT DATES: \_\_\_\_\_ TO \_\_\_\_\_ EVENT TIMES: \_\_\_\_\_ TO \_\_\_\_\_

REQUESTED SET-UP DATE & TIME (if different from event): \_\_\_\_\_ TEAR-DOWN \_\_\_\_\_

ESTIMATED ATTENDANCE: \_\_\_\_\_ IS EVENT OPEN TO THE PUBLIC? Please circle YES NO

ADMISSION PRICES: \_\_\_\_\_

IS CONTRACTING ORGANIZATION INCORPORATED? Please circle YES NO STATE: \_\_\_\_\_

REGISTERED 501(C) NON-PROFIT WITHIN THE STATE OF NC? Please circle YES NO

NON-PROFIT NAME: \_\_\_\_\_ TAX ID #: \_\_\_\_\_

WILL FOOD BE SERVED? Please circle YES NO WILL ALCOHOL BE SERVED? Please circle YES NO

**\*See below for additional fee and insurance information**

CONTRACTING PERSON OR ORGANIZATION: (Name/Title of Person who will sign Lease Agreement)  
Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ DL#/SS# \_\_\_\_\_

ON-SITE OR EVENT DAY CONTACT PERSON: (Only if different from above)  
Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ DL#/SS# \_\_\_\_\_

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

DEPOSIT AND PAYMENT: In accordance with the fees and deposits required for use of certain Craven County Jaycee Fairgrounds facilities, a Security and Clean-up deposit is due with application. See rate sheet. The cleanup deposit will be refunded after post-rental inspection by the Lessor has deemed that the leased premises have been satisfactorily cleaned.

**ALCOHOLIC BEVERAGES:** Additional fee of \$250.00 and insurance is required for any event where alcohol will be consumed. A North Carolina Liquor Control Board Permit is required. Apply early!

**REDUCED FEES: Non-profit rates available.** Please call for more information. The Craven County Jaycee Board reduces fees for facilities rental use by schools, government agencies and local non-profits. The Board will reduce fees an additional 25% for facility use if primary purpose of the event is to provide education or cultural enrichment for the benefit of the public and (1) the event generates no revenue from its sponsor or (2) net proceeds from the event provide a direct positive benefit to the County residents.

Request Electrical Work Order form for electrical services and prices.

**PHONES: For temporary phone or computer line installations contact Sprint directly.**

**FAIRGROUNDS MANAGEMENT RESERVES THE RIGHT TO ACCEPT OR REFUSE ANY APPLICATION FOR INTERIM USE OF FAIRGROUNDS.**