

PANOLA COUNTY EXPOSITION CENTER GUIDELINES

All booking and overseeing of the building will be done and confirmed on Expo calendar by the Panola County Agri-Life Extension Office located at 522 W. College Street, during regular office hours.

Building keys are to be picked up and returned to the Panola County Agri-Life Extension Office. If there are no conflicts with other activities scheduled for the building, keys may be picked up a day in advance for set-up. Unless, otherwise authorized, keys are to be returned to the Panola County Agri-Life Extension Office by 10:00 a.m. the next working day following the activity. **UNDER NO CIRCUMSTANCES ARE KEYS TO BE DUPLICATED.**

The building is to be used for civic, youth, and noncommercial groups usage. No deposit is required, however if there is any evident damages, the renters will be charged with cost for repairs. **THE FACILITY MUST BE LEFT IN THE SAME CONDITION AS IT WAS WHEN RENTERS ENTERED. ANY TRASH, DESTRUCTION, ETC. FOUND NEXT DAY WILL BE REPORTED AND YOU WILL BE REQUIRED TO RETURN TO CLEAN UP.**

No fee will be charged for civic and youth use. The fee for all other usage is \$150.00 for building and \$100.00 if required to set-up and clean-up by the County. If required set-up/clean-up, the Panola County Agri-Life Extension Office will need to speak to Sheriff Office in order to have SWEAT team. All checks should be payable to the PANOLA COUNTY TREASURER'S OFFICE and paid in the Treasurer's office located in the Panola County Courthouse, Room 212. #

mail to 522. W College
Carthage Tx
75435

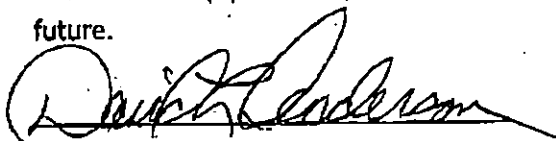
Scheduling of up to one year in advance will be accepted on a first come priority basis. The Junior Livestock Show will supersede all other events.

The building may not be used for fundraisers, weddings, parties, dances, etc.

No alcoholic beverages will be allowed on the grounds/premises of the building.

Dancing will not be allowed.

Failure to comply with any of the above guidelines will result of possibly not using the building in the future.


Name

6-23-14
Date

EXPO Rental Fees

Non-profit:	Free
Others	250.00 \$ 150.00
Set up and Clean up:	\$ 350.00

~~Fees are subject to chance pending on event or Commissioner's
advisement.~~

Address: # 2 Ballpark Road

Carthage, TX 75633

**Bookings are based on first come first
serve with paperwork and payment
finalized!**

Key Points for renting the Exposition Center

- 1. Those parties interested in renting the EXPO must conduct a walk through with a staff member:**
 - a. During the walk through this is the time all items of concern must be brought up for the appropriate parties to take action:**
 - i. Cleaning bathrooms, placing trash liners in cans, dusting, removal of stock show panels and such.**
 - ii. Structural damage must be noted at this time for deposits to be returned after the event.**
 - b. If tables and/or chairs are required for the event that are within the numbers present at the EXPO, a diagram for the setup must be completed to allow custodians time to set up.**
 - i. If additional tables and/or chairs are required it will be the responsibility of the renting party to do so.**
 - ii. The clean-up of these extra items is the responsibility of the renter.**
- 2. All above mentioned items must be conducted two weeks prior to the event.**

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