

EXPO Rental Fees

Refundable deposit if no damages/cleaned:	\$ 250.00
Non-profit/Civic: <i>(i.e.: Democrats, Republicans, Extension Groups)</i>	Free
County Rental Fee:	\$ 500.00
Out-of-County Rental Fee: <i>(i.e. Other than Beckville, Carthage, or Gary ISD,)</i>	\$ 750.00

Panola County—No fee for 4-H or FFA for Beckville, Carthage or Gary

All bookings are made thru the Belinda Curry at the Panola County AgriLife Extension Office. There will be a pre and post walk thru to determine the state of the EXPO so that the deposit will be refunded or not. This will be performed by Tommy Earle. The month of the Panola County Livestock Show will supersede all other booking of events. The event needs to be cleaned up by 3:00 pm the following day unless it is a livestock show then it will be allowed a week. If it is not cleaned up by then, the deposit will be non-refundable. This includes all pens picked up and stored.

Fees are subject to change 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!**

Panola County AgriLife Extension Office
110 S. Sycamore, Room 104
Carthage, TX 75633
(903) 693-0300 ext. 160
belinda.curry@ag.tamu.edu

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.**
 - iii. If additional tables and/or chairs are required it will be the responsibility of the renting party to do so.**
 - iv. 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.**

Exposition Form

1. Do the bathrooms need to be cleaned? Yes or No
2. Are the trash liners in all cans? Yes or No
3. Does the area need to be dusted? Yes or No
4. Do the stock panels need to be rearranged or moved? Yes or No
5. Is there any structural damage? Yes or No
6. If yes, please explain: _____

7. Is there anything else that needs to be addressed? Please explain: _____

Use of the Panola County Exposition Center

The Panola County Exposition Center (is hereinafter referred to as the EXPO), welcomes the use of this building on a reserved-only basis. All booking and overseeing of the building will be done and confirmed on the EXPO calendar by the Panola County AgriLife Extension Office during regular office hours.

Building keys are to be picked up and returned to the Panola County AgriLife 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 AgriLife Extension Office by **10:00 am** the next working day following the activity. **UNDER NO CIRCUMSTANCES IS THE KEY/KEYS TO BE DUPLICATED.**

Reservations may be made in advance and no less than one day prior to the meeting. If possible, kindly give at least 24 hour's notice if you wish to cancel.

Set-up and special arrangements are the responsibility of the user. Because of limited amount of staff time, those using the room must transport their own supplies and equipment. Refreshment such as beverages, cakes, cookies, and other finger foods may be served, but we ask that you keep them confined to the building. If the kitchen is needed, please remember to clean up. Alcoholic beverages may not be dispensed or consumed on the county premises or grounds. Due to fire hazard, lighted candles or flames are not to be used in the building. The deposit and/or rental fee needs to be made out to Panola County and in the office one week prior to the event.

The EXPO is unable to provide childcare services, so people attending meetings must decide for childcare. The EXPO cannot assume responsibility for caring for unattended children. Groups and individuals using the facility are responsible for clean-up and for returning the room/rooms to the order in which it was received. If you do not clean up, then deposit will be kept. Any equipment, displays, or tables should be folded and stored at the end of the meeting. **You have until 3:00 pm the next day to clean up after the event unless other arrangements have been made. If keys are lost renter is responsible for replacements.**

The Expo is not responsible for lost, stolen or damaged items. Groups or individuals are responsible for reimbursing the Annex for any damage incurred to the room and/or any items in the building.

Group Making Request

Date Requested: _____

Individual's Signature Making Reservation

Room Requested: _____

Contact Phone Number

Today's Date: _____

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