

**Equine Event Management, LLC**  
**Horseman's Park Reservation Request**

Name of Organization \_\_\_\_\_  
Billing Address \_\_\_\_\_  
Name of Show/Event \_\_\_\_\_  
Contact Person \_\_\_\_\_ Contact Telephone \_\_\_\_\_  
Email Address (given out to public) \_\_\_\_\_

**Areas Requested**

Main Arena  
 Flamingo Arena     Cutting Arena (no charge w/Flamingo rental)  
 Livestock Pens  
 Show Office     PA System  
 Stalls (bedding to be shavings only, 1 bag is mandatory per stall)

Show/Event Dates \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_  
Set-Up/Check-in Date \_\_\_\_\_ Time \_\_\_\_\_  
Tear Down/Check-out Date \_\_\_\_\_ Time \_\_\_\_\_  
Estimated Number of Barn Stalls Required \_\_\_\_\_  
Number of Participants Expected \_\_\_\_\_ Number of Spectators \_\_\_\_\_  
Concession Stands/Exhibits? \_\_\_\_\_ Number of Stands \_\_\_\_\_ Number of Days \_\_\_\_\_  
Will Alcohol Be Sold?    Yes \_\_\_\_\_    No \_\_\_\_\_

PLEASE SEE RULES & REGULATIONS REGARDING SECURITY REQUIREMENTS AND ALCOHOL SALES\*\*

Will Admission Be Charged?    Yes \_\_\_\_\_    No \_\_\_\_\_    If yes, a special event agreement is required & additional cost may be incurred.

Event Early Set-Up Fee (arrival)                      Before 2pm – Full Day Fee                      After 2pm – ½ Day Fee

Event Late Tear-Down Fee (departure)                      After 2pm – Full Day Fee                      Before 2pm – ½ Day Fee

Groups may be billed at current market rate for dumpsters should there be excessive clean up.

\*\*Additional security requirements may apply depending on the nature of activities at the event or during periods of high security alert.

*FEES SUBJECT TO CHANGE JANUARY 1<sup>ST</sup> OF EACH YEAR PER BCC APPROVAL*

*ALL DAMAGES TO THE FACILITY ARE THE RESPONSIBILITY OF THE EVENT HOLDERS AND WILL BE REFLECTED IN THE FINAL BILLING STATEMENT*

**DEPOSIT IS DUE WITH RESERVATION REQUEST,**

I understand that an event is not confirmed until a contract is signed with EEM.

\_\_\_\_\_  
Event Representative

\_\_\_\_\_  
Date