



## Set-Up/Maintenance Details Form

Horseman's Park: 5800 E. Flamingo Road, Las Vegas, NV 89122  
Mailing Address: 6955 N. Durango, Suite #1115-345, Las Vegas, NV 89149  
**Phone:** (702) 455-8206 **Fax:** (702) 577-0796 **Email:** info@equineeventlv.com

**In order to serve you better, EEM, LLC requires details of your event. Please complete this form with as much detail as possible. Failure to submit this form 60 days prior to your event may result in the event being cancelled. Thank you for your assistance in this matter.**

**Name of Organization:** \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Alternate Contact Person-Name/Phone: \_\_\_\_\_

**Name of Show/Event:** \_\_\_\_\_

When does the event start? Date \_\_\_\_\_ Time \_\_\_\_\_

When do you expect the event to be over? Date: \_\_\_\_\_ Time: \_\_\_\_\_

(Multiple day events please complete event start/end time section on page 2)

**Name of Barn Manager-** \_\_\_\_\_ Phone \_\_\_\_\_

**Name of Arena Manager -** \_\_\_\_\_ Phone \_\_\_\_\_

Date/Time Barn Manager needs keys for check in \_\_\_\_\_

(Keys are available 9 am to 2:30 pm, one day prior to event, OR special arrangements must be made)

**Date when you expect show/event participants to begin checking in?**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Approximately how many participants do you expect each day? \_\_\_\_\_

How many spectators? \_\_\_\_\_

How many (approximate) stalls will your event be utilizing? \_\_\_\_\_ Pens? \_\_\_\_\_

**Areas Requested:** \_\_\_ Main Arena \_\_\_ Flamingo Arena \_\_\_ Cutting Arena

\_\_\_ Show Office \_\_\_ Announcer's Stand \_\_\_ P/A System

\_\_\_ Stalls \_\_\_ Practice Arena(s) \_\_\_ South Parking Lot \_\_\_ Pens \_\_\_

**Event Extras:**

\_\_\_ Jumps/Trail Equipment \_\_\_ Live Music/Entertainment

\_\_\_ Food Vendor \_\_\_ Other Vendors \_\_\_ Tents \_\_\_ Tables

Name of Vendor(s) \_\_\_\_\_

**When will your show/event start and end each day? (Multiple Day Events Only)**

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Arena Prep Times: \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Arena Prep Times: \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Arena Prep Times: \_\_\_\_\_

**Barn Lights?** \_\_\_\_ Yes \_\_\_\_ No

**Overnight vehicles?** \_\_\_\_ Yes \_\_\_\_ No

If "yes," approximately how many RV spots do you expect to use? \_\_\_\_\_

**Arena footing depth** \_\_\_\_ 1"-2" \_\_\_\_ 2"-3" \_\_\_\_ 3"-4" \_\_\_\_ 4"-5" \_\_\_\_ Other: \_\_\_\_\_

**Arena soil moisture**

\_\_\_\_ Light (Just keep the dust down) \_\_\_\_ Moderate (No dust, No mud) \_\_\_\_ Heavy (Just shy of mud)

**Admission to enter the park as a spectator?** \_\_\_\_ Yes \_\_\_\_ No

If "yes," a special event request must be completed with EEM, LLC or no admission can be charged.

**Will you be selling alcohol at your event?** \_\_\_\_ Yes \_\_\_\_ No

If "yes," an alcohol request letter to the EEM, LLC must be submitted 60 days in advance, and all Licenses and/or permits must be obtained.

Please list any additional maintenance requests below. Please attach any maps or drawings of requested additional maintenance request (i.e. surface requirements, watering requirements, assistance with set-up, or access requirements, etc.) ***If this is not supplied, at least 60 days prior, the requested assistance may not be available and your request could be denied.***

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**Requestor Signature:**

\_\_\_\_\_ Date: \_\_\_\_\_