



Rules & Reservations Information for Horseman's Park
5800 E. Flamingo Road, Las Vegas, NV 89122
702-455-8206

All inquiries should be addressed to:

Equine Event Management, LLC
6415 S. Fort Apache Rd. Unit# 185-104
Las Vegas, NV 89148

Facility and Barn Rules- 2022

The following rules, regulations and conditions apply to the usage of Clark County Horseman's Park during all events. Please read and review with all participants for your event. Please note that Equine Event Management LLC, herein referred to as (EEM) only manages reserved park events.

- Park hours are 7:00 a.m. to 11:00 p.m.

Event rental period can commence at 7:00 am on the event occupancy date and end no later than 10:59 pm on the last occupancy date, unless other arrangements are made in writing, in advance. Arena lights must be out by 11pm. No Exceptions. Rental period shall be no longer than 12 consecutive hours during this time frame.
- Equine Event Management, LLC (EEM) reserves the right to take necessary actions to protect public health and safety, as related to the usage of Horseman's Park during events. Please refer to all posted rules and signs at the Horseman's Park facility for your safety. Horseman's Park staff reserves the right to remove any visitor(s) for violation of any park rule or regulation.
- Vehicles parked in NO PARKING ZONES or fire lanes are subject to towing at vehicle owners' expense. *It is the user's responsibility to make sure these areas are kept clear of vehicles.*
- Animal Welfare - Every animal shall, at all times, be treated humanely and with dignity, respect, and compassion. The standard by which conduct or treatment will be measured is that which a reasonable person, informed and experienced in generally accepted equine training and exhibition procedures or veterinary standards, would determine to be cruel, abusive or inhumane.
- Any mistreatment of animals will result in immediate suspension of the use of Horseman's Park and notification to Clark County Animal Control. No refund of any fees paid will be made in this case.

Non-event overnight stays shall be limited to no more than 4 days. Shavings are mandatory in Barns. Animals housed longer than 4 days will be subject to confiscation by Clark County Animal Control.

All non-event stays are a courtesy, and subject to availability based on events. Payment is due upon arrival or prior with reservation.
- No animals (except service animals) are allowed in buildings, with the exception of barns. All dogs must be on a leash at all times and are not allowed to be left unattended. Violators may be fined \$25 per offence.
- No motorized vehicles are allowed or permitted off roadways or in parking lots in the parks except those with permission from the maintenance staff and/or EEM. Motorcycles golf cart, bicycle, scooters, and moped operators must adhere to all regulations governing motor vehicles.

- Reserved areas must be left clean and all trash must be put in appropriate trash receptacles. If areas are not left in acceptable conditions, a cleaning/repair service charge may be assessed and billed to the User.
- If adhering any type of signage, name tags, etc. to barn stall doors, only a painter's style blue or green tapes may be used. If any other type of adhesive product is used, User may be fined \$25 per sign.
- The carrying, possessing, or discharging of any firearms, firecrackers, rockets, torpedoes, or other fireworks, air-guns, slingshots, boomerangs, or martial arts paraphernalia within Horseman's Park without written approval from EEM is prohibited.
- RV parking within Horseman's Park is available with authorization by EEM. Any vehicle left overnight that has not received prior approval may be cited and/or towed. A maximum of 4 days is permitted provided that the stay does not interfere with any scheduled events. RV Parking spots come with a 30 or 50 amp plug in and water spigot only and are charged for daily use. There is no dump on-site.
- No Portable corals or panels are permitted. Livestock may not be housed in any arena, at *any time*. No horses are to be tied to trailers, fences, arena rails, chain link fence, barns stall doors or barn posts overnight, for any reason. During an event, any horse found tied to an unoccupied barn stall will automatically incur a stall fee. An additional cleaning charge will be billed for barn stalls used, but not assigned to user group.
- No Fires, BBQ's, or open flames except in designated BBQ area. Gas, electric, or propane heaters/tanks, hot plates, microwave ovens, crockpots and/or coffee makers are prohibited at all times in the barn area.
- Smoking is not permitted around any of the barn areas. Smoking is not permitted in any enclosed building on the premises.
- Refuse and trash cans must remain where the park employees position them. If special requests are needed, please contact EEM staff prior to moving cans.
- The location of special equipment (i.e. concession stands, food or beer trucks, vendor display vehicles, etc.) requires prior approval by EEM. Parking is permitted only in designated areas. NO vehicle parking on grass areas.
- Equipment may not be moved without prior authorization from EEM and/or the park maintenance staff. Should your group need equipment that is not readily available, EEM and/or park maintenance should be notified.

Event Guidelines

- Show Office must be used as an office ONLY; no dispensing of food or drinks is allowed.
- Event Set-Up/Event Tear-Down - Periods of time when arena or grounds are not available to the general public, either before or after a scheduled event, due to set up or tear down by user.
- All events are required to have an Event Manager, Barn Manager, and an Arena Manager.

Barn Manager: Once keys are relinquished to the barn manager, EEM will NOT unlock stalls for those arriving for check-in. All check-in of stalls becomes the responsibility of the Barn Manager until the keys are again relinquished back to EEM. Keys are not to be left unattended where unauthorized people can access them.

Event/Arena Manager: will be the designated person(s) to communicate with the Park Maintenance staff regarding all arena maintenance issues during the event.

- One bag of shavings per stall is mandatory; individuals may bring shavings for their personal use ONLY.
- For events, shavings must be secured by User from EEM. Requested amount needed must be given to EEM no later than the 7days prior to the start of the event. If this date is missed EEM can not guarantee shavings will be available.

- A shavings storage stall will be available free of charge to User groups for shavings purchased through EEM. User's representative or Barn Manager will be given access to stall. It is User responsibility to keep track of shavings. Once Representative or Barn manager accepts the keys, all liability of the shavings becomes the responsibility of the User.
- No outside delivery of shavings will be permitted on Clark County Horseman's Park grounds without permission of EEM.
- Due to safety reasons, all tents must be authorized by Equine Event Management, LLC, prior to set up in the designated area only. All tents must be properly secured. No tent can be staked in the Park.
- If generators are used, the user will ensure that all requirements of Air Quality and Environmental Management, including but not limited to Best Available Control Technology (BACT) Standards, have been met and any/all required permits have been obtained. The user will additionally ensure that installation of generators does not unreasonably disturb the community near the park with either noise or fumes. If you have specific questions contact Equine Event Management, LLC.
- The sale of alcoholic beverages is strictly prohibited except in designated areas only and only with an EEM approved alcohol sale agreement. No glass bottles allowed. Please contact EEM for additional information.
- All events with attendance of 250 or more persons, or alcohol service, require security officers. A contract for and a receipt for payment of security service needs to be given to EEM 30 days prior to the event.
- All groups must secure a portable toilet for each 100 persons over 300 guests, as per Clark County code. Paid receipts for portable toilets must be provided 10 days prior to the event.
- In addition to possible misdemeanor penalties under Clark County Code Section 16.04.080, any violation of a facility rule may result in cancellation of future reservations and forfeiture of all fees paid.

Reservations

Request for a reservation can be made at any time by completing the reservation request form found online at www.EquineEventLV.com or by contacting Equine Event Management, LLC at 702-455-8206 or by emailing Info@EquineEventLV.com.

All events will be booked based on the following criteria:

EEM expressly reserves final discretion to accept, refuse, or terminate bookings in accordance with the reservation policies. EEM considers a number of factors in evaluating potential bookings including, but not limited to: the projected economic impact to Horseman's Park and/or the city of Las Vegas and Clark County; similar events already contracted within or around the requested dates; performance with respect to prior events at Horseman's Park or similar facilities by potential client, and the value of the event to the community. EEM reserves the right to schedule other similar events before, during and after the rented dates of any user as it sees fit, without notice to the user.

The facility has two event arenas, two practice arenas, one cutting pen. In addition, there are 320 covered barn stalls, RV parking spots, parking lots and numerous outdoor livestock pens. These are assigned to each event as needed, by EEM.

Booking process:

- The requested events will be booked on a first come, first served basis. There is no restrictive policy on public bookings, with the exception that any major signature events may take precedence over other requested events, as these events are of a broader public community benefit. EEM and Clark County will always practice nondiscrimination with respect to any and all groups requesting a reservation.
- Major signature event: To qualify as a major signature event, the following guidelines are taken into consideration:

- The event consists of multiple disciplines and days
 - The event promoter/organizer holds events throughout the country
 - The event participation is based on other qualifying events that are held throughout the year and in multiple venues
 - The event has major national sponsors
 - The event provides large monetary awards to contestants
 - The promoter/organizer has a strong, professional, social media presence that includes a website, FB, Instagram, or other social media outlets
 - The event will bring both tourism and money into the local economy in terms of hotel stays, patronizing restaurants, attending shows and other available entertainment opportunities, hiring local staff and vendors
 - The event books room blocks at local hotels for participants attending event.
- All applicants must submit a complete reservation request form, located on the EEM website. Forms may be requested by email. All terms of the event must be fully described on the reservation form.
 - Return Users must be in good standing. In good standing is defined as any User that has had previous events with no negative impact at Horseman's Park, submitted all contracts, proper proof of insurance, deposits, all invoice payments and any other liabilities by the proper contract deadlines.

First time requestors or commercial events must adhere to the following:

- A. Execute and return the contract by the contract deadline.
- B. Remit 50% of the arena rental fees (inclusive of move in/set up days, and move out/tear down days) upon signing of the contract. Balance of fees due per contract guidelines.
- C. Major signature events require additional deposits.
- D. Submit proof of liability insurance by the requested date in the contract.
- E. Remit payment for anticipated event expenses (not including stalls, pens & rv parking) no less than 10 days prior to event date if using a business or personal check, or 1 day prior to the event occupancy date if using cash, cashier check or credit card.

All returning users (non-profit or community organizations) must adhere to the following:

- A. Be in good standing.
- B. Execute and return contract by the contract deadline.
- C. Remit a deposit of a minimum of one day arena rental fee, or 50% arena rental fee for multiple day events.
- D. Major signature events require additional deposits.
- E. Submit proof of liability insurance by the requested date on the contract.
- F. Remit the balance of arena rental fees 1 day before the event occupancy date.

All users are subject to cancellation, without notice, if all requested items are not received by contract deadline. Any deposits received will be considered NON-REFUNDABLE at that time

The following conditions apply to all reservations:

- Flamingo arena requires a minimum of a two-day rental.

- Proof of liability insurance (\$2,000,000 General Aggregate and \$1,000,000 Liability Coverage) listing EEM and Clark County Horseman's Park as the additional insured, proof of non-profit or not-for-profit status if requesting community rates, or a copy of a Promoter's License for commercial events, must be received as contracted 30 days in advance of event. Failure to do so will result in the cancellation of the requested reservation.
- Reservation is only considered finalized once a contract is signed by all parties and the required deposits are received by EEM. Users agree that the use of electronic methods of sending/receiving contracts, etc. may be used.
- All for-profit organizations must present a current valid business license, and all other licenses or permits required by Clark County for the type of event being held. Contact EEM for event permit requirements.
- All non-profit or not-for-profit organizations are required to present a current state business license. Proof of non-profit or charitable organization status with the applicable Secretary of State or IRS must be provided to EEM at time of contract
- All Clark County community non-profit or not for profit organizations are required to present a current Nevada business license with a Clark County or City of Las Vegas address listed as the organization's business address.
- A letter requesting the sale of alcohol must be submitted a minimum of 60 days in advance of a reservation to EEM. Person(s) or group(s) wishing to sell alcoholic beverages must contact Southern Nevada Health District to obtain the proper license/permit for the event. Under no circumstances can alcohol be served to individuals less than 21 years of age. The sale of alcoholic beverages is strictly prohibited except in designated areas. Individuals in violation of this ordinance will be subject to full prosecution which may result in future denied usage of any and all Clark County Department of Parks & Recreation facilities.
- Should a non-profit community group want to switch arena's, thirty (30) days prior to their event, they may do so with a written request made to EEM, as long as, there is no other event booked. The same arena fees will apply to that event as was the fee for the original booked arena.

Cancellation Policy

- A reservation may be cancelled without penalty (refund of fees paid) no later than 90 days prior to the event.
- After 180 days, cancellations will be subject to forfeiture of *all* fees paid, and EEM reserves the right to charge users up to 100% of the arena fees.
- Cancellation requests must be in writing and delivered to EEM with confirmation from EEM of receipt. EEM has the right to refund or reschedule, at their discretion, any event cancelled due to unforeseen conditions, acts of God, or should the Park be deemed unusable. Additionally, EEM has the right to cancel any event found to be illegal or offensive to community standards, or that is in violation of any park rule, regulation and/or policy.

Billing

- All events will be invoiced for stall usage, shavings, vendors, and RV plug-in use within 3 days of the last day of the event. Payment is due within 7 days of the last day of the event.
- A late fee of 10% of the total balance due for invoices not paid within 10 days after the event will be charged. After 30 days a late fee of 15% of the total balance will be added to the invoice. In addition, any collection fees incurred in association with the collection of monies owed will be added to the existing invoice.
- Any invoice that is or has been outstanding for more than 30 days will result in that group's revocation of existing and future reservations for the current year, or until full payment has been made. In addition, organizations that are in default of

payment are subject to a one-year suspension period which begins once full payment has been received by EEM, LLC.

- Returned checks will be handled through the District Attorney's office. Note, it is a felony to issue checks with insufficient funds and is punishable under Nevada law. There will be a \$50 charge for all returned checks.
- Any discrepancies in invoices or billing must be handled through EEM.

Charges and Fees

Please review the Horseman's Park Fee Schedule for details.

Below is a definition of the type of event categories:

Community Equestrian Rates - defined as a Non-profit and/or designated 501 (C) (3) or (4) organization that resides within Clark County. Proper documentation required to be presented with reservation request.

Non-Profit or Not for Profit Equestrian Rates- defined as a Non-profit and/or designated 501 (C) (3) or (4) organization. Proper documentation required to be presented with reservation request.

Commercial Equestrian Rates -defined as for-profit organizations and promoters. Proper licensing required to be presented with reservation request.

Special Event Equestrian Commercial Rates- defined as anything other than an equestrian horse event or rodeo that may include but not be limited to a concerts, stage shows and/or other similar activities. Contact EEM for information on Special Event requirements and fees.