

Equine Event Management, LLC
Horseman's Park Reservation Request

Please fill out in entirety. Information may be updated closer to event.

Name of Organization _____
Billing Address (invoice will be sent to this address) _____
Name of Show/Event _____
Contact Person _____ Contact Phone _____
Contact Email Address _____
Email Address & Phone (given to public) _____

Areas Requested

___ Main Arena ___ Main Practice Arena ___ Flamingo Arena ___ Flamingo Practice Arena ___ Cutting Arena
___ Show Office ___ PA System ___ Picnic Area (avail at main arena only) ___ Additional Arena Panels ___ Livestock Pens
_____ # of Stalls (bedding to be shavings only, 1 bag is mandatory per stall) _____ Shavings (approx. # event will need)

Show/Event Dates _____ Start Time _____ End Time _____
Set-Up/Check-in Date _____ Time _____
Tear Down/Check-out Date _____ Time _____
Number of Participants Expected _____ Will there be early arrivals? _____
Number of Spectators _____
Concession Stands/Exhibits? _____ Number of Stands _____ Number of Days _____
Will Alcohol Be Sold*? Yes ___ No ___ Maybe _____

*additional requirements must be met

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
Will barn management services be needed? Yes ___ No ___

Additional activities that may take place during event, please be specific & provide as much info. as possible about event:

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 1ST 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 IN THE AMOUNT OF \$400 REQUIRED WITH SUBMISSION OF REQUEST TO HOLD DATE.*

I understand that an event is not **confirmed** until a deposit is received and a **contract is signed** with EEM.

Event Representative/Title

Date

* Additional deposit may be required depending on type and duration of event.