

**Equine Event Management, LLC**  
**Horseman's Park Rodeo 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: \_\_\_\_\_

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 IN THE AMOUNT OF \$500 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

\*Deposit is refundable up to 60 days prior to event. Additional deposit may be required depending on type and duration of event.