



## **Rules, Reservations & Fees for Horseman's Park**

**5800 E. Flamingo Road, Las Vegas, NV 89122**

**702-455-8206**

**All inquiries should be addressed to:**

Equine Event Management  
6955 N. Durango Drive Suite 1115-345  
Las Vegas, NV 89149

### **Facility and Barn Rules**

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 only manages reserved park events.

- Park hours are 7:00 a.m. to 11:00 p.m.
- Equine Event Management, LLC 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 are subject to towing at vehicle owners expense.*

- 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 animals (except Seeing Eye dogs) are allowed in buildings (with the exception of barns). The only animals allowed in Horseman's Park are domestic animals and livestock. All dogs must be on a leash at all times and are not allowed to be 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 with permission from the maintenance staff and/or Equine Event Management, LLC. Bicycle 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.

No adhering any type of signage, name tags, etc. to barn stall doors. Only a painter's style Blue or Green tape 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 the Equine Event Management, LLC is prohibited.
- RV parking within Horseman's Park is available with authorization by Equine Event Management, LLC. Any vehicle left overnight that has not received prior approval may be cited and towed. A maximum of 4 days is permitted provided that the stay does not interfere with any scheduled events  
  
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.
- \* No Fires, BBQ's or open flames except in designated BBQ area. Gas, electric, or propane heaters/tanks, hot plates, microwave ovens, crockpots, are prohibited at all times in barn area.
- Smoking is not permitted around any of the barn areas. Smoking is not permitted in any enclosed building on the premises. Properly dispose of all smoking litter, including cigarette butts.
- Refuse and trash cans will remain where the park employees position them. If special requests are needed, please see Equine Event Management, LLC staff prior to moving equipment.
- The location of special equipment (i.e. concession stands, beer trucks, etc.) requires prior approval by Equine Event Management, LLC. Parking is permitted only in designated areas.
- Equipment may not be moved without prior authorization from Equine Event Management, LLC and/or the park maintenance staff. Should your group need equipment that is not readily available, Equine Event Management, LLC and/or park maintenance should be notified.

Shavings policy is as follows:

- One bag of shavings per stall is mandatory. Individuals may bring in shavings for their personal use *only*.
- Shavings must be secured by User from Equine Event Management, LLC. Requested amount needed must be given to Equine Event Management, LLC on the Monday prior to start of event.
- A shavings storage stall will be available free of charge to User groups, stocked with agreed upon number of bags of shavings. User representative will be given access to stall. It is User responsibility to keep track of shavings. Once Barn manager accept 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.

## Event Guidelines

- Show Office must be used as an office ONLY; no dispensing of food, or drinks, are allowed.
- All events are required to have a Show Manager, Barn Manager and an Arena Manager.  
  
*Barn Manager:* Once keys are relinquished to the barn manager, Equine Event Management, LLC 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 Equine Event Management, LLC  
  
*Show/Arena Manager:* will be the designated person(s) to communicate with the Park Maintenance staff in regards to all arena maintenance issues for the event.
- 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 Tents 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 groups of 250 or more persons require security officers. All receipts for payment of security service needs to be given to EEM 30 days prior to event.
- All groups must secure a portable toilet for each 100 persons over 300, as per Clark County code. Paid receipts for portable toilets must be provided 10 days prior to 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 permits 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](http://www.EquineEventLV.com) or by contacting Equine Event Management, LLC at 702-455-8206.

### **All events will be scheduled based on the following criteria:**

- The organization is in good standing with Equine Event Management, LLC (EEM) and Clark County Parks Department.
- The requested event may be pre-booked up to one (1) year in advance, 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, as these events are of a broad public benefit. EEM and Clark County will always practice nondiscrimination with respect to any and all groups.
- A request has been made through EEM, on an approved reservation form and is accompanied by a deposit.

### **The following conditions apply to all reservations:**

- A signed contract, proof of liability insurance (\$2,000,000 General Aggregate and \$1,000,000 Liability Coverage) listing EEM and Clark County 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 a minimum of 30 days in advance of event. Failure to do so could result in the cancellation of the requested reservation.
- Reservation is only considered finalized once a contract is signed by all parties.
- All for-profit organizations must have a valid Clark County Promoter's License, and any and all other license or permits required by Clark County for the type of event being held. EEM can be contacted to provide a CC Promoters License if you do not have or do not wish to get one, for an additional fee.
- All non-profit or not-for-profit organizations are required to have a Nevada Business License. Proof of non-profit or charitable organization status with the Nevada Secretary of State or IRS must be provided to EEM a minimum of 30 days prior to event.
- A letter requesting the sale of alcohol must be submitted a minimum of 60 days in advance of a reservation to Equine Event Management, LLC. Persons or groups wishing to sell alcoholic beverages must contact Southern

Nevada Health District to obtain the proper license/permits 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.

## **Cancellation Policy**

A reservation may be cancelled without penalty (refund of fees paid) no later than 60 days prior to the event. After that time, cancellations will be subject to forfeiture of fees paid. Cancellations must be in writing and mailed to EEM certified/return receipt mail. EEM has the right to refund or reschedule, at their discretion, any event due to inclement weather or unforeseen conditions should the Park be deemed unusable as determined by EEM.

- EEM has the right to cancel any event found to be illegal or offensive to community standards, in violation of any park rules, regulations, and policies or in the best interest of Horseman's Park.

## **Deposits/Billing**

- A minimum reservation deposit equal to one day's arena fee is required for community events. Events longer than two days require a 50% arena fee deposit. Commercial events require a minimum \$1000 deposit. Additional deposit amount may be required based on event.
- All events will be invoiced within 3 days of the last day of the event. Payment is due within 10 days of the last day of the event.
- User has 3 days from receipt of EEM invoice to dispute any charges, providing user completed a written walk-through with an EEM representative prior to vacating the facility on departure day. Disputes must be submitted in writing. No exceptions.
- A late fee of 5% of the total balance due for each 30 day period after the due date will be charged. After 60 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 outstanding for more than 90 days will result in that group's revocation of existing and future permits and up to one year suspended usage of the facility, once fees are paid.
- 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 Fee Schedule

Revised 1/2016

- Community Rates - Non-profit and/or designated 501 (C) (3) or (4). Proper documentation required.
- Commercial Rates - For profit organizations and promoters. Proper licensing required.
- 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 lessee.
- Shows & event fee is defined as **12** continuous hours of facility use per day during Park operating hours.
- Park hours of operation are from 7:00 am to 11:00 pm. Arena lights must be out by 11pm. No Exceptions.
- The facility has 315 barn stalls available and they are assigned to each event as needed, by EEM.
- RV Parking and overflow parking are available and will be assigned by EEM.
- Payment for drop-in or overnight (non-event) stalls during non-event days may be made at the on-site drop box on a first come, first serve basis and are \$12 a night, pens are \$10 per animal, per night. One bag of shavings per stall is required. Maximum stay is 4 days unless prior arrangements are made with EEM, LLC. Please see fee schedule for commercial and special event rates.
- Special Event Activities for Commercial rentals are defined as anything other than a horse show or rodeo that may include concerts, stage shows and/or other similar activities. Contact EEM for information on special events.