

_____ Amount Owed
_____ Amount Paid
<i>Office Use Only</i>



*St Clair Saddle Club*  
 PO Box 303 • 1239 Gravois Rd • St. Clair, MO 63077  
 www.stclairsaddleclub.com • contact@stclairsaddleclub.com

## **ARENA USAGE APPLICATION**

Application must be completed, and payment/donation received prior to event. Contractor is responsible for their equipment and setup. The saddle club is not responsible for accidents or providing equipment necessary for vendor to be operational.

In the event the contractor desires to cancel a reservation, vendor must give notice to an officer of the club at least thirty (30) days in advance of the reserved event to receive a refund of any money it has paid. Any event that is cancelled less than thirty (30) days before the event date will result in all monies paid forfeited. Events that are cancelled on behalf of the club will be reimbursed in full to contractor.

Contractor must provide the following documentation prior to event date:

- Completed Application
- Certificate of Liability Insurance with a minimum of \$1,000,000 and have St. Clair Saddle Club listed as the additional insured.
- List St. Clair Saddle Club as the co-sponsor/host of the event.
- Donation of \$300 made payable to the St. Clair Saddle Club.

### **Contact Information**

Business Name: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Address (City/State/Zip): \_\_\_\_\_

Business or POC Email: \_\_\_\_\_ Business Phone: \_\_\_\_\_

### **Event Date(s)**

Please list dates of arena usage.


I have read and understand the information above and the saddle club policies governing the use of the club's location and grounds for the operation of my business. I acknowledge that the event will be canceled if documentation is not complete by event date.

\_\_\_\_\_  
**Contractor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**SCSC Representative**

\_\_\_\_\_  
**Date**