

# Boulder City Horsemen's Association (BCHA) Arena Reservation Request for BCHA EVENTS:

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 \_\_\_ Large Practice Arena \_\_\_ Small Practice Arena \_\_\_ Round Pen \_\_\_ Round Pen

\_\_\_ Show Office \_\_\_ PA System \_\_\_ Picnic Area (avail at main arena only) \_\_\_ Additional Arena Panels

\_\_\_ Livestock Pens

\_\_\_\_\_ # of Stalls (bedding to be shavings only)

Show/Event Dates \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Set-Up/Check-in Date \_\_\_\_\_ Time \_\_\_\_\_

Tear Down/Check-out Date \_\_\_\_\_ Time \_\_\_\_\_

Number of MEMBER Participants Expected \_\_\_\_\_

Number of NON-MEMBER Participants Expected \_\_\_\_\_

(BCHA INSURANCE COVERS MEMBERS ONLY DEPENDENT ON # OF NON-MEMBERS ADDITIONAL INSURANCE CAN BE PURCHASED FOR BCHA HELD EVENTS ONLY-THE EXECUTIVE BOARD WILL PROVIDE YOU WITH THIS COST)

Number of Spectators Expected \_\_\_\_\_

Concession Stands/Exhibits? \_\_\_\_\_ Number of Stands \_\_\_\_\_ Number of Days \_\_\_\_\_

**\*\*NO ALCHOL IS ALLOWED TO BE SOLD**

\*all vendors must have a valid business license and 2m aggregate/1m liability insurance naming Boulder City Horsemen's Association as additional insured turned in 2 weeks prior to event.

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

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FEES SUBJECT TO CHANGE JANUARY 1ST OF EACH YEAR PER BCHA APPROVAL

I understand that an event is not confirmed until a deposit is received, contract is signed with BCHA and all required documentation is received.

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Event Representative/Title Date

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

PROSPECTIVE CHARGES:

MAIN ARENA \$300

SMALLER ARENA \$100

LIGHTS: \$15.00 per hour

TRACTOR: \$

OTHER FEES TBD IF APPLICABLE

**FOR OFFICIAL USE ONLY:** \_\_\_\_\_

DATE RECEIVED BY BCHA SECRETARY: \_\_\_\_\_

DATE REVIEWED BY EXECUTIVE BOARD: \_\_\_\_\_ APPROVED YES \_\_\_\_ NO \_\_\_\_

ADDITIONAL INFORMATION NEEDED IF NECESSARY:

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DATE DOCUMENTS RECEIVED: \_\_\_\_\_

DATE DEPOSIT RECEIVED: \_\_\_\_\_ AMOUNT: \_\_\_\_\_ CK#: \_\_\_\_\_ Paypal: \_\_\_\_\_

DATE BALANCE RECEIVED: \_\_\_\_\_ AMOUNT: \_\_\_\_\_ CK#: \_\_\_\_\_ Paypal: \_\_\_\_\_

OTHER COMMUNICATION LOG:

DATE/INFO: \_\_\_\_\_

DATE/INFO: \_\_\_\_\_

DATE/INFO: \_\_\_\_\_

DATE/INFO: \_\_\_\_\_