

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

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

Name of Organization _____

Billing Address (invoice will be sent to this address) _____

Contact Person _____ Contact Phone _____

Contact Email Address _____

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

Show/Event Dates _____ Start Time _____

Set-Up/Check-in Date(if different then event date) _____

Tear Down/Check-out Date (if different then event date) _____

Other Items:

- NO ALCOHOL 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 the event. If the vendor is food/beverage must also provide Health Certificates in addition to business licence.
- Groups may be billed at current market rate for dumpsters should there be excessive clean up.
- All arena rentals come with one grooming, if additional grooming is required there is an additional charge
- FEES SUBJECT TO CHANGE JANUARY 1ST OF EACH YEAR PER BCHA APPROVAL
- ALL DAMAGES TO THE FACILITY ARE THE RESPONSIBILITY OF THE EVENT HOLDERS AND WILL BE REFLECTED IN THE FINAL BILLING STATEMENT
- NON REFUNDABLE DEPOSIT IN THE AMOUNT OF \$150(FOR MAIN ARENA ONLY) AND \$50.00(FOR ALL OTHER ARENAS) REQUIRED WITH SUBMISSION OF REQUEST TO HOLD DATE.*
- PROOF OF BUSINESS LICENSE AND 2M AGGREGATE/1M LIABILITY INSURANCE NAMING BOULDER CITY HORSEMEN'S ASSOCIATION AS ADDITIONAL INSURED REQUIRED 2 WEEKS PRIOR TO EVENT.

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

Event Representative/Title Date

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

PROSPECTIVE CHARGES:

MAIN ARENA \$300

SMALLER ARENA \$150

LIGHTS: \$15.00 per hour

TRACTOR/WATER TRUCK: \$ 45

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: _____