

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

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 Participants Expected \_\_\_\_\_ Will there be early arrivals? \_\_\_\_\_

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

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.

Will Admission Be Charged? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, a special event agreement is required & additional cost may be incurred.

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

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Groups may be billed at current market rate for dumpsters should there be excessive clean up.

10/16/2019

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 \$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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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: \_\_\_\_\_