

# County of Lampasas Rodeo Association

## Arena Rental Agreement Contract

### Applicant Information

Organization Name: \_\_\_\_\_  
Name of Contact: \_\_\_\_\_ Secondary Contact Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_

### Event Information

Rental Dates: From: \_\_\_\_\_ To: \_\_\_\_\_  
Type of Event: \_\_\_\_\_  
Expected Attendance for Event: \_\_\_\_\_

### Check Amenities Requested

- Outdoor Arena (\$350 a day)  
 Lighting (\$25 per hour)  
 Bathroom Facilities (Included. If additional facilities needed, Lessee must provide from outside vendor)  
 Parking (Included. If Lessee charges a parking/ticket fee, CLRA is to receive 25%)  
 EMS – to be notified and secured by Lessee

### General (For Event Use):

1. Is this event open to the public?  YES  NO
  - a. Admission fee? (Cost \$ \_\_\_\_\_)
  - b. Parking fee? (Cost \$ \_\_\_\_\_)
2. Estimated Time Frame of Event: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm
3. Are minor children (under 18) participants in this event?  YES  NO
4. Will alcohol be consumed at this event? (see Rule #7)  YES  NO
5. Will food be consumed or sold at this event?  YES  NO
6. Will security be provided? (Need Copy of City's written approval if alcohol present and over 250 people see Appendix #8)  YES  NO  N/A
7. Will you require the use of utilities?
8. Do you have liability coverage for this event? (see Rule #5)  YES  NO

### **General Liability Insurance Information**

Is Certificate of General Liability Insurance provided? \_\_\_\_\_ YES \_\_\_\_\_NO

### **Event Deposit Requirement.**

County of Lampasas Rodeo Association (CLRA) may require a refundable cleanup and/or damage deposit for Event Rentals only. The amount of any required deposit shall be determined by CLRA based on the size, duration, and nature of the event. Any deposit required must be paid prior to the event date. Deposits, if required, will be refunded after the event provided the facility is left in acceptable condition and no damage, excessive cleanup, or rule violations occur. Event deposits, if required, are separate from rental fees and are determined on a case-by-case basis.

**POLICIES AND RULES FOR ARENA USAGE ARE ATTACHED. PLEASE READ THOROUGHLY BEFORE RESERVING THE FACILITIES. YOU WILL BE REQUIRED TO ADHERE TO ALL POLICIES AND RULES**

## County of Lampasas Rodeo Association Arena Rental Policy and Rules Appendix

1. Arena Rental Period: \$350 a day - Public Use: \$20 (½ Day), \$50 (Full Day), \$250 (Yearly Rider), \$350 (Yearly Family)
2. Lighting: \$25 per hour for both Event or Public Use.
3. Multiple Day Events: Parties booking for multiple day events will pay the 12-hour rate per day. Clean up must be done by 12:00 midnight the last day of booking or the per hour charge will apply to additional clean-up time.
4. Event scheduling: Bookings may be made up to twelve (12) months in advance of the proposed event.
5. Payment: Full payment is due when reservation is made
6. Insurance: Lessee must provide a copy of its certificate of liability insurance, with a separate endorsement listing the City of Lampasas as an additional insured, in the amount of \$2,000,000.00, insuring against any and all claims for personal injury, death, and/or property damage relating to the event and County of Lampasas Rodeo Association/City of Lampasas.
7. Indemnification: County of Lampasas Rodeo Association and the City of Lampasas shall not be liable to Lessee or Lessee's employees, agents or invitees, or to any other person or entity, for any injury to person or property on or about the Arena caused by the negligence or misconduct of Lessee, its employees, or agents. Lessee and all vendors shall indemnify CLRA and hold CLRA harmless from any loss, expense or claims arising out of any such injury.
8. Alcoholic Beverages: No sale of alcoholic beverages will be allowed at the County of Lampasas Rodeo Association Arena. Alcoholic can be brought on the premises with a permit from the city to consume alcohol.
9. Law Enforcement and Emergency Medical Services ("EMS"): Lessee shall be solely responsible for providing a reasonable number of Law Enforcement and EMS personnel, at the City's discretion, before, during, and after the event to help maintain order, to regulate traffic control, and/or to provide any other security/safety functions that the City determines to be necessary. Lessee shall be responsible for the actions and safety of Lessee or any of Lessee's guests, patrons, or anyone on or around the 580 Arena premises as a result of the event, including without limitation protecting such persons from injury or death and protecting Lessee's and City's property or the property of such persons from loss or damage. Lessee shall arrange for such security and EMS personnel at its own expense and advise the City of actions taken. The City must approve the Lessee plan for security and safety a minimum of fourteen (14) business days before the first day/date of the event. The event cannot take place without prior written approval from the City. Copy of written approval from the City to be provided to CLRA.

Emergency Medical Technicians are required at each event where there is a substantial risk of injury to the contestants or audience. Need is determined on an event-by-event basis by Staff. Securing and/or notifying EMT and Paramedics is the responsibility of the event holder.

The establishment of Law Enforcement requirements for an event will be determined by Staff. These guidelines are established for the protection of life and property while events are in progress and may include officers before, during or after events. All law enforcement officers will be arranged for and managed by the event holder. Law Enforcement must be present prior to the beginning of the event and must remain until all crowds and traffic are dispersed and evacuated. See table below for guidelines-final plan must be approved by Staff.

Attendance	Law Enforcement No Alcohol	Law Enforcement Alcohol
1-250	0	?
251-500	1	1
501-750	1	2
751-1000	3	4
1001+	?	?

10. Release of Liability Waivers: The Lessee is responsible for copying waivers and obtaining signatures from each participant prior to participation in the event. Signed waivers must be returned to County of Lampasas Rodeo Association no later than seven (7) business days after an event is completed.
11. Litter Control: Trash cans are available. After use, all trash must be placed in the dumpster. Lessee is responsible for removing all trash generated by the event. Trash or cleanup not completed by Lessee may be addressed by CLRA, and any costs incurred for cleanup or repairs may be deducted from the event deposit, if applicable, or billed directly to the Lessee.
12. Parking: Parking is free to Lessee and its participants. If parking is collected, Lessee will pay twenty-five percent (25%) of gross parking receipts to CLRA.
13. Fire: Campfires or fireworks are NOT permitted
14. Dogs: Dogs must be on leash at all times
15. Occupancy Interruption: In the event due to conditions beyond its control, such as property damaged by fire, flood, tornado, windstorm, vandalism, or any other act over which Lessee has no control, the Agreement may be terminated, and Lessee will receive full refund.

**Please read and sign below:** I have read and agree to the terms and conditions stated in the Policies and Rules for the County of Lampasas Rodeo Association and do hereby request the use of the facilities as outlined in this Agreement. As the authorized agent, I shall be the responsible contact for my group, organization, membership, and/or event. I hereby agree to

indemnify and hold harmless the County of Lampasas Rodeo Association, Directors of CLRA, City of Lampasas, and 580 Sports Complex from and against all liabilities for any injury to person or property which may be suffered by me or my party arising out of or in any way connected with participation in the rental noted above.

By signing below, I declare I have read, understand, and agree to abide by the existing said Policies and Rules. I understand that I may request to have a copy of the Policies and Rules for my possession.

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Lessee Signature

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Date Signed

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Representative Signature

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Date Signed

**ALL FORMS MUST BE SUBMITTED AT LEAST 30 DAYS BEFORE THE SCHEDULED EVENT.**

*\*This requirement applies to Event Rentals only and does not apply to individual public riders.*

Forms will be accepted via e-mail, regular mail, or hand delivery

(Please call ahead if choosing to hand deliver)

**Please make checks payable to: County of Lampasas Rodeo Association, and Mail to  
PO Box 1571 Lampasas, TX 76550**