# SANTA CRUZ COUNTY HORSEMEN’S ASSOCIATION

**SHOWGROUNDS RENTAL CONTRACT**

**EVENT COORDINATOR**

Name: Phone:

Mailing Address: E-Mail:

Event Name:

Description:

Event Type: [ ] Clinic [ ] Horseshow [ ] Horse camping [ ] Other:

Event Dates: From dd/mm/yyyy To dd/mm/yyyy

Estimated Number of Participants: # Riders 00 # Auditors 00 (est)

**FACILITIES**

***Only facilities checked may be used during event***

|  |
| --- |
| [ ] Paddocks / Camping Area OR [ ] Day Use Staging only (no camping)  # Paddocks Reserved for Camping [ ]  Bathrooms, showers, & wash rack (Please be water-wise!) |
| [ ] Dressage Arena [ ]  Large Arena [ ]  Both Arenas [ ] NO ARENAS [ ] Round Pens  [ ]  Cattle Pens [ ] BBQ/Outdoor Kitchen [ ] XC Course [ ]  ALL Facilities |

**EVENT FEES**

$ 000 Facility Fees ($600/day x 2 days) - *based on facilities selected above, excluding Use Fees (see below)*

$ 000 Security Deposit (Separate Check) – *to be refunded after* ***event if areas are left clean, undamaged and any items used are returned to the proper storage location***

1. Facility fees & security deposit must be received no less than 30 days prior to event
2. Fees will be refunded in full if event is cancelled **due to rain**
3. Fees will be returned, less $25, if event is cancelled more than 30 days prior to event
4. 50% of facility fees will be returned if event is cancelled less than 30 days prior to event

**USE FEES - *to be paid upon arrival at SCCHA***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Non-SCCHA Members** | **SCCHA Members** | **Youth** (under age 18) |
| Camping | $25/night/person, incudes 1 horse$15/night/horse > 1 | $0 | $5/night/person +$5/night/horse |
| Day Use  | $10/day/person, includes 1 horse | $0 | $5/day/person |
| Auditor | $5/day/person, no horse | $0 | $0/day/person |

1. Event Coordinator is responsible for collecting Camping, Day Use, and Auditor fees, plus SCCHA Liability waiver from ALL participants, auditors and volunteers. The SCCHA Liability waiver is attached **(exhibit 1).**
2. All checks shall be made payable to SCCHA, with event name in the memo line.
3. Event Coordinator shall compile a Use Report of Campers, Day Use and Auditors with arrival/departure dates. Signed SCCHA Liability waivers and Use Report shall be remitted to SCCHA by the last day of each event.

\_\_\_\_\_\_\_\_\_\_ Event Coordinator initials

**INSURANCE** **REQUIREMENTS** –For any event with a registration or entry fee

Clinicians and Groups wishing to rent the **GRAHAM HILL SHOWGROUNDS COUNTY EQUESTRIAN PARK** must carry their own insurance. Certificates must be received by the Calendar Secretary at least 30 days BEFORE the event. ***Two Certificates of Insurance are required:***

1. This exact wording is required on the Certificate of Insurance, and is to be sent to SCCHA as Certificate Holder:

**“Santa Cruz County Horsemen's Association, it's officers, agents, employees and volunteers are additional insured.”**

*Mail or deliver to:* SCCHA – Attn: Calendar Secretary, 1145 Graham Hill Road, Santa Cruz CA 95060

1. This exact wording is required on the Certificate of Insurance, and is to be sent to the County of Santa Cruz, as Certificate Holder:

**“The County of Santa Cruz, its officers, agents, and employees are additional insured.”**

*Mail or deliver to:* Santa Cruz Co. Parks Dept. -- Attn: Director of County Parks, 979 17th Avenue, Santa Cruz, CA 95062

**ADDITIONAL REQUIREMENTS**

1. All Grounds Rules of the Santa Cruz County Horsemen’s Association will be adhered to; anyone found in violation of these rules will be asked to leave and event may be terminated. Future requests to hold events at this facility will be affected by your group’s adherence to these rules. **Rules Governing Ground Use** is attached **(exhibit 2),** some items of which are repeated for emphasis below.

**Horses may NOT be left unattended at the showgrounds without adult supervision. Overnight campers must be at least 100 feet from the fence of our neighbors (to the west). Quiet time starts at 10pm: no noise past this time. Dogs must be on leash at all times. No fire pits or outdoor campfires are permitted. No smoking.**

1. Minimizing dust is essential. If arenas or other area on grounds becomes very dusty, event coordinator must contact caretaker or board member to provide water to area.
2. If a PA system is used, volume must be kept reasonable and speakers pointed away from neighboring homes.
3. All facilities used by this event will be left clean and in the condition in which they were received. Manure and bedding must be cleaned from all paddocks and areas used, including areas where horses are tied. Manure must be taken to the manure bunker; never scattered in the trees or elsewhere.
4. All trash and recyclables must be deposited in the waste cans near the manure bin.
5. All items used must be returned to their storage location. If used, the jump trailer must be stored back in its original corner, so that its side and back end are both within five feet of the fence.
6. For events where the number of participants and spectators require extra toilets on site, event manager will be responsible for paying for and scheduling the delivery, cleanout and pick up of portable toilets.

**CONTRACT SIGNATURE**

In order to complete this agreement, **initial each page where indicated (including exhibits), then sign below.**

Return contract with fees and security deposit no later than 30 days prior to event.

MAKE CHECKS PAYABLE TO SCCHA, MAIL TO CALENDAR SECRETARY, 1145 GRAHAM HILL RD, SANTA CRUZ CA 95033

*I have read and understand this agreement and all exhibits, find that all items are specified accurately for this event, and agree to abide by all of the stated requirements.*

*Event Coordinator SIGNATURE: Date:*

SCCHA Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_ Facility Fees Paid $\_\_\_\_\_\_\_\_\_ Deposit Paid

\_\_\_\_ Insurance Received/Waived $\_\_\_\_\_\_\_\_\_\_\_ Paid at end of event (Camping/Day Use/Auditor)



\_\_\_\_\_\_\_\_\_\_ Event Coordinator initials

Exhibit 2: SANTA CRUZ COUNTY HORSEMEN’S ASSOCIATION

**Rules Governing Grounds Use**



\_\_\_\_\_\_\_\_\_\_ Event Coordinator initials