



EQUESTRIAN RENTAL APPLICATION

(APPLICANT MUST BE 18+ YEARS)

Equestrian Center		
<input type="checkbox"/> Covered Show Arena	<input type="checkbox"/> Bucking Chutes & Head Gate	<input type="checkbox"/> Ticket Booth
<input type="checkbox"/> Pole Barn	<input type="checkbox"/> Overnight Stay	<input type="checkbox"/> Announcers Booth
<input type="checkbox"/> Rodeo/Stadium Arena	<input type="checkbox"/> RV Hook Up	<input type="checkbox"/> Secretary Booth
<input type="checkbox"/> Horseshoe Pit	<input type="checkbox"/> Dumpster	<input type="checkbox"/> Covered Arena Parking
<input type="checkbox"/> Stock Pens	<input type="checkbox"/> Portable Restrooms	<input type="checkbox"/> Rodeo Stadium Parking

Applicant Name (will also be main contact for rental): _____

Organization Name: _____

Address: _____ City: _____ Zip: _____

Email: _____ Phone Number: _____

Secondary Contact Person: _____ Phone Number: _____

Type of Event: _____ Total Expected Attendance: _____

Rental Date(s): _____

*Rental hours is your total access time, including setup and cleanup. Applicants will be responsible to ensure program starts and ends as state within this application, this includes allowing enough time for cleanup.

<input type="checkbox"/> MON	Access Start	___	AM / PM	Event Start	___	AM / PM	Event End	___	AM / PM	Access End	___	AM / PM
<input type="checkbox"/> TUES	Access Start	___	AM / PM	Event Start	___	AM / PM	Event End	___	AM / PM	Access End	___	AM / PM
<input type="checkbox"/> WED	Access Start	___	AM / PM	Event Start	___	AM / PM	Event End	___	AM / PM	Access End	___	AM / PM
<input type="checkbox"/> THU	Access Start	___	AM / PM	Event Start	___	AM / PM	Event End	___	AM / PM	Access End	___	AM / PM
<input type="checkbox"/> FRI	Access Start	___	AM / PM	Event Start	___	AM / PM	Event End	___	AM / PM	Access End	___	AM / PM
<input type="checkbox"/> SAT	Access Start	___	AM / PM	Event Start	___	AM / PM	Event End	___	AM / PM	Access End	___	AM / PM
<input type="checkbox"/> SUN	Access Start	___	AM / PM	Event Start	___	AM / PM	Event End	___	AM / PM	Access End	___	AM / PM

***Alcohol is not allowed at any event held in honor of someone age 20 or under.**

1. Will alcohol be served?	___ Yes ___ No	
2. Will food be served?	___ Yes ___ No	If Yes, how will it be prepared? _____
3. Will you need electrical hookups?	___ Yes ___ No	How many? _____
4. Will you need RV hookups?	___ Yes ___ No	How many? _____ Total no. of days: _____
5. Do you need the Arena to be prepped?	___ Yes ___ No	
6. Stabling required?	___ Yes ___ No	How many animals _____ & stables _____
7. Will there be an admission fee?	___ Yes ___ No	Insurance is REQUIRED for all Equestrian Events
8. Do you plan on using tent or shade awing?	___ Yes ___ No	Provide own Insurance ___ Purchase LARPD Insurance ___

AGREEMENT AND RELEASE OF LIABILITY

The undersigned or, if signing for an organization, that organization, certifies that the above information is accurate and correct, and that the undersigned has read and understood the Equestrian Rental Rules and Regulations as set forth by Livermore Area Recreation and Park District pertaining to the use of LARPD facilities. To the maximum extent permitted by law, the undersigned or, if signing for an organization, that organization, on behalf of itself and all parties claiming by or through it, hereby releases and agrees to indemnify and hold LARPD free and harmless from and against any and all liability, harms, injuries, claims, damages, or causes of action arising out of or in any way connected with or related to the use or occupancy of the facility(ies) including, without limitation, any personal injury or property damage suffered by any user of the facility(ies) or any guest, vendor, agent, employee, or member thereof, whether caused by the act or neglect of the user, a third party, LARPD, agents or employees thereof, *force majeure*, or by any allegedly dangerous condition of the facility(ies) or surrounding area.

Applicant Printed Name: _____ **Signature:** _____ **Date:** _____

EQUESTRIAN RENTAL RULES AND REGULATIONS

I certify that I, the applicant reserving with Livermore Area Recreation and Park District, am at least 18 years of age. I understand that I or an appointed representative must be present at the beginning of the rental time and must be present at the end of the rental time for inspection. I agree to do a full facility evaluation walk-through with staff of all areas listed on the evaluation form prior to and after event to review any current or new damage to facility which may have occurred during my rental. I understand I am responsible for adhering to all of the Equestrian Rental Rules and Regulations. The Equestrian Rental Rules and Regulations are attached to this agreement for my review and understanding.

The following requirements include, but are not limited to, the following:

1. The time period states on the application form for the rental will be strictly enforced. The Applicant and participants are not permitted to enter the facility prior to the designated rental time and are expected to exit the facility by the designated end time. In the event the rental exceeds the permitted rented access time, the applicant will be charged for the additional time used; a minimum of one (1) hour will be charged at the rate to cover staff overtime expenses.
2. Applicant will be held responsible for the cleanup and condition in which the facility is left in accordance to the Equestrian Rental Rules and Regulations. Failure to adhere to the cleaning guidelines or any damages to LARPD property, including the facility parking lot, will result in the applicant being charged for all damage and additional cleanup. If the charges exceed the rental deposit on file, then the charges will be billed to the applicant and a hold will be placed on the applicant's household account for all future rental or registration activity with LARPD until the charges are paid in full.
3. There is no alcohol allowed for events held in honor of someone age 20 or under.
4. In events where alcohol will be sold, LARPD requires the applicant to purchase an additional permit from the Department of Alcoholic Beverage Control (ABC). A copy of the ABC issued permit must be turned into LARPD five (5) days prior to the scheduled event must be posted on the day of the event rental.
5. LARPD is not responsible for any such violations by the lessee of the ABC permit or the law with respect to alcohol.
6. No staking or bolting of any kind within equestrian grounds and facilities, including but not limited to the Covered Arena, Stadium, parking lots, etc. Doing so, will forfeit the rental deposit, the event will be cancelled, and refund will not be issued. Obstacles, equipment, fencing, and tents are to be secured by weight only. All equipment and obstacles must be approved by LARPD staff before the event.
7. Overnight storage of any equipment or personal items is not permitted. LARPD cannot be held responsible for any items left behind.
8. Smoke, mist machines, e-cigarette devices, tobacco or tobacco like products, or vapor type devices are prohibited in all LARPD facilities, including but not limited to any buildings, parks, open space, sports fields, swimming pool, parking lot, side walk, trails, restrooms, and historical site or structure.
9. No smoking, unless in a place designated and posted or temporarily permitted for such use.

10. Parking is not allowed in designated red zones. Violations are the responsibility of the driver/owner of vehicle parked illegally.
11. BBQ permitted in dirt parking lot only. Coals are not to be thrown in dumpster and/or garbage receptacles.
12. Applicant and participants are to stay in designated rental locations as listed on the LARPD permit. Gates that are locked signify areas not available entry or storage. Children must be supervised at all times.
13. Vehicles may not be driven inside the facility; all vehicles must remain in designated parking areas.
14. Overnight RV parking is permitted in designated locations. Unauthorized RV, vehicles, or any other motorized equipment will be removed from the facility at the applicant and/or owner expense, the deposit will be forfeited, the event will be cancelled, and a refund will not be issued. All overnight RV parking must be communicated and authorized by LARPD staff prior to scheduled rental.
15. Applicant is responsible for ensuring that animal waste is cleaned up and disposed of in designated dumpster and/or garbage receptacle.
16. All changes to this application must be made in writing by the applicant and mutually agreed upon with LARPD prior to the rental date.
17. A facility rental deposit is due at the time of booking the rental. This deposit becomes nonrefundable if the applicant chooses to cancel the rental (seven) 7 business days after booking the rental, and/or fails to follow the Equestrian Rental Rules and Regulations, and/or there is damage to LARPD's facility or property, and/or the applicant fails to meet the cleaning expectations. Cancellations made less than (sixty) 60 days of scheduled rental, will result in the loss of the facility rental deposit and/or any fees paid towards the rental.
18. Final rental fees and additional facility rental forms are due (sixty) 60 days prior to the scheduled rental. Failure to make the final payment will result in the rental being cancelled and all fees paid will be nonrefundable.

I understand that failure to comply with this application may lead to losing portions and/or all of my rental deposit and fees, which in some cases may exceed the deposit amount. I have read and understand the cleaning requirements of Livermore Area Recreation and Park District. I further understand that even if I delegate these responsibilities to other members or service agencies for which I have contracted, such as caterers, decorators, etc., I still have the ultimate responsibility to return the facility to its original rental conditions.

Applicant's Printed Name: _____ **Signature:** _____ **Date:** _____