

PARKER COUNTY SHERIFF'S POSSE (PCSP) ARENA RENTAL

Event Policies and Procedures

Any event held at the Parker County Sheriff's Posse must not impose a hardship on the Posse's property, premises, staff, visitors, or neighbors. The individual signing the contract is responsible for conforming to the following rules and regulations.

Any party seeking to use the Parker County Sheriff's Posse arena for an event will assume full responsibility for the conduct of all persons attending the event. The renter will be responsible for any damage to the premises caused by guests, attendees, or other independent contractors. The renter will also be required to conduct the event in an orderly manner in full compliance with all applicable laws, codes, rules, and regulations.

Liability Insurance

The Parker County Sheriff's Posse requires that any event conducted in the arena have a \$1,000,000 liability policy naming the Parker County Sheriff's Posse as insured. The policy must cover injury caused by animals, injury to Participants or Spectators anywhere on the PCSP property for each day of the event. This element is not negotiable. Depending on where the insurance is purchased the cost to the renter will be approximately ~ \$1000 per day.

Damage and Cleaning Fee

In order to secure a date, a completed and signed reservation form must be on file accompanied by a reservation/damage/cleanup deposit of 50% of the rental fee, and the person signing the contract must be 21 years of age or older. The deposit is a separate fee from the rental fee.

Deposits will be refunded if the facility is left in the same condition as it was prior to the rental. (Allow up to two weeks to process return of deposit). Deposits will be kept if the facility has been left in an unacceptable manner as determined by Facility Coordinator. Any damage to PCSP property or interests that is assessed to be greater than the amount of the deposit will be charged to the individual signing the contract.

Cancellations

When cancellations are received at least 45 days before the event, any paid rental fees will be returned, however, the reservation/damage deposit will

2/3/2009

not be refunded. If a cancellation is made less than 45 days before the event, the reservation/damage deposit and any paid rental fees will not be returned. Exceptions to this policy must be approved by the Facility Coordinator.

Organization/Renter: _____

Contact Person: _____

Address: _____

Email: _____

Telephone:
Home _____ Cell: _____

Day/Date/Time Event Begins/Ends: _____

Purpose of rental: _____

Is this event a Benefit _____ Yes _____ No

1. If yes, who is the beneficiary

2. Will 100% of the net profit be given to the beneficiary? _____ Yes
_____ No

3. If 100% is not being provided what is the percentage to be given?

4. Is a commission for putting on this event being provided ____ Yes
_____ No If Yes to whom?

- 5. Is the organizer requesting a donation from the PCSP in either cash, discounts or services _____ Yes _____ No
- 6. In what form will the proceeds be given?
- 7. When will the proceeds be provided and by whom?
- 8. Who is gaining monetary benefit from this event?
- 9. Is the organizer willing to provide the PCSP with the full financials for this event? _____ Yes _____ No

Typical Fees to be expected for an arena rental

Arena..... \$1500 day
Includes the arena and 1 set of restrooms

\$ 1,000,000 Liability Insurance policy \$1000 day
Covering injury caused by animals, and injury to participants or spectators anywhere on the PCSP property

Cleanup/damage deposit \$750 per event

Additional Restrooms \$200

Concession stand(s)

Small included
Large \$200

Contract subject to approval by the PCSP Board of Directors.

Rental Coordinator _____

Board Approval _____ Yes _____ No _____ Date

Rental Fee

50% Due 90 days prior to event

50% Due 10 days prior to event

Reservation/damage/cleanup Deposit (50% of rental fee due at signing)

Renter _____ Date _____

PCSP Representative _____