



# SANTA CLARA COUNTY HORSEMEN'S ASSOCIATION SHOWGROUNDS CONTRACT

## EVENT COORDINATOR

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Event/Service Name: \_\_\_\_\_ Board Sponsor: \_\_\_\_\_

Description: \_\_\_\_\_

Event Type:  Clinic  Horseshow  PlayDay  Group Horse camping  Other:

Event Dates: From \_\_\_\_\_ To \_\_\_\_\_

Estimated Number of Participants: # Riders \_\_\_\_\_ # Auditors \_\_\_\_\_ (est) # Guests \_\_\_\_\_

### TYPE OF USE

Rental: \_\_\_\_\_ Non-Member \_\_\_\_\_ Member \_\_\_\_\_ Board

Club Sponsored Event: \_\_\_\_\_ Non-Member \_\_\_\_\_ Member \_\_\_\_\_ Board

### FACILITIES USED FOR THE EVENT

Clubhouse  Arena  Announcer Booth  Snack Shack  Paddocks  Roundpen  Restrooms

### Fees

\$\_\_\_\_\_ Facility Fees - based on facilities selected above, excluding Use Fees (see below). To Determine Fees, See Rate Schedule – Hall, Arena and Use Fees 7\_14\_2023

\$\_\_\_\_\_ 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. Security deposit must be received at the time of the booking.
2. Facility fees must be received no less than 30 days prior to event.
3. Fees will be refunded in full if event is cancelled **due to rain**.
4. Fees will be returned, less \$25, if event is cancelled by Event Coordinator more than 30 days prior to event.
5. Fees will be returned, less \$50, if event is cancelled by Event Coordinator less than 30 days prior to event.
6. All checks shall be made payable to SCCHA, with event name in the memo line. Event Website/Credit card may be used at the discretion of the Board Sponsor for the Event.

### USE FEES for NON-Members

CAMPING	Per Night/person (includes 1 horse) Base Fee	\$25
	Per Night/Each additional Horse	\$15
	Per Night/Each additional person - no horse	\$10
DAY USE	Per day/person (includes 1 horse)	\$20

### Event Coordinator responsibility

1. Collect SCCHA Use Fees for Non-Members. Submit a Use Report with Arrival/Departure dates to Board Sponsor.
2. Collect signed SCCHA Liability Waiver & agreement of SCCHA Club Rules from each Clinicians, participants, auditors, and volunteers prior to the event start. Give all Liability Waivers to the Board Sponsor at the end of the event.

**Here is a link to the Liability Release Waiver.**

<https://horsemens.org/resources/Documents/SCCHA%20Liability%20Release%20Waiver%202022.pdf>

3. Advertise where applicable, Newsletter, Website, Facebook

### Board Sponsor Responsibility

1. Secure the dates with the SCCHA Board
2. Give the SCCHA Use Fees to the Treasurer with the appropriate Use Report at the end of the Event.
3. Give signed SCCHA Liability Waiver & Agreement of SCCHA Club Rules to the Treasurer at the end of the Event.
4. Ensure the gate, Clubhouse, Snack Shack, and Announcer Booth, where applicable, is locked/unlocked at the start and end of the event.
5. Ensure the Arena is groomed
6. Ensure all insurance requirements are met. Both for SCCHA and Outside Insurance Requirements
7. Provide a general Profit/loss statement for the Board
8. Ensure Fees are Collected and sign the contract
9. Final walk through with the Event Coordinator to ensure facilities is left in good order.
10. Facility Refunds and/or return of Security deposit where applicable

### OUTSIDE INSURANCE REQUIREMENTS

Clinicians or Groups renting the **SCCHA Showgrounds** must carry their own insurance **with a minimum coverage of \$1,000,000 General Aggregate and \$1,000,000 each occurrence**. Certificates must be received by the Event Board Sponsor at least 30 days BEFORE the event:

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

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

*Mail or deliver to:* SCCHA – **Attn: SCCHA Event Manager, P.O. Box 20124, San Jose, CA 95160**

### ADDITIONAL REQUIREMENTS

1. Agree to follow the SCCHA Membership and Overview Rules.  
<https://horsemens.org/resources/Documents/SCCHA%20Membership%20Overview%20%20Rules%20%202022.pdf> Anyone found in violation of these rules will be asked to leave and the event may be terminated. Future requests to hold events at this facility will be affected by your group's adherence to these rules.
2. All facilities used by this event will be left clean and in the condition in which they were received.
3. All trash and recyclables must be deposited in the waste cans near the manure bin.
4. All items used must be returned to their storage location.
5. 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 SCCHA, P.O. Box 20124, San Jose, CA 95160**

*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 the stated requirements.*

Event Coordinator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

SCCHA Board Sponsor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\$\_\_\_\_\_ Facility Fees Paid

\$\_\_\_\_\_ Deposit Paid

Outside Insurance Received  Outside Insurance Waived

SCCHA Insurance Provider Notified - where applicable  SCCHA Additional Insurance Paid – where applicable

Clubhouse Cleaning Fees Received  Clubhouse Cleaning Fees Waived

\$\_\_\_\_\_ Use Fees Collected at the end of event