



Clark County Saddle Club Vancouver, WA

Rental Booking Conditions

The purpose of the Clark County Saddle Club is to promote Horsemanship sports, enter into social activities with other Club members, preserve horsemanship activities in Clark County and the State of Washington and encourage humane treatment of all animals.

The Clark County Saddle Club Board of Directors (CCSC-BOD) offers the rental of the Saddle Club grounds and facilities on a case by case basis as determined by the BOD to further our goals. Our responsibility is first to our Club Members and when it can be found to be in the benefit of the public and the members then we are happy to make the facility available for outside events.

We will consider the following prior to entering into a contract with any person or company to rent the facility:

- The timing of the Event - CCSC members have first rights to reserve the grounds including arena(s) and the clubhouse
- The appropriateness of the event as it pertains to CCSC and its image with the community.
- The risk and liability for the CCSC, it's BOD and the public
- The ability of the promoter / presenter to successfully finance and produce the event to pay CCSC the contracted amount.

Procedure for Rental Process:

Clubhouse Only

1. Contact the Club Rental Representative
2. Fill out Rental Agreement and tender deposits and rents

Arenas or Entire Grounds

1. Contact the Club Rental Representative
2. Fill out Application and tender Booking Deposit to hold date during review process.
3. Application will be reviewed at the next CCSC Board of Directors Meeting which is the 3rd Monday of each month.
4. Application will be Approved or Denied
5. If approved Agreement (Contract) will be filled out and all monies tendered.

CCSC-BOD requires event promoters / presenters seeking to book events at the Saddle Club to demonstrate knowledge of and/or the capacity to:

- Successfully produce the event in a manner that satisfies all contractual obligations
- Ensure the Safety of the public as well as the facility and its members
- Demonstrates experience using facilities similar to the Saddle Club
- Produce and manage an appropriate event budget
- Plan and implement a successful marketing campaign
- Maintain financial solvency

Prospective clients need to complete a rental application which includes the details of the proposed event and business history of the promoter / presenter. Submittal of rental application does not guarantee that the event will be booked or dates held. Booking inquiries can be made by contacting the Club Rental Representative as listed on the Website.

The following are general terms, policies and conditions used when booking events at the CCSC:

- ❖ Rental Term: Per day rates are normally defined for events between 8am and midnight, although all hours can be used to stage multi day events.
- ❖ Insurance - Renter is responsible for all proper insurance coverage as determined by the scope of the event, Licenses, Permits, Taxes & Fees naming the Clark County Saddle Club and its Board of Directors as additional insured.
- ❖ Fire Marshall Permit - Floor plans for events (if applicable) must be submitted approved and a permit issued by the Fire Marshall at least 30 days prior to the load-in of the event.
- ❖ Service Providers/Vendors: Promoter may sublet to retail vendors but must provide insurance binder from those vendors showing CCSC and CCSC-BOD and the renter as insured.
- ❖ Concessions: All food providers must have required Health Department permits, City or County licenses.
- ❖ Alcohol -- there will be no sales or distribution of alcohol with the exception of private parties in the clubhouse.
- ❖ RV/Overnight Camping: No hook ups are provided for overnight camping.
- ❖ Security: Renter shall provide adequate security for overnight camping and acknowledges that CCSC is not responsible for theft, vandalism etc.
- ❖ Other Event Restrictions: CCSC reserves the right to limit the availability of a move in date due to prior rentals. Details on move in date availability will be furnished at the time the contract is signed based on prior events booked.
- ❖ Application: Before a requested date is confirmed, CCSC-BOD must receive a completed and approved application, the required deposit and a fully executed

contract. The date will be held during the review period once the application and Booking deposit are tendered.

- ❖ Deposit: A non-refundable deposit of \$250 is required to officially hold a date for a prospective event. The deposit will be credited towards the overall rental of the event. This is not to be considered a security or cleaning deposit.
- ❖ Settlement: At the conclusion of the event, the renter will be responsible for settling all outstanding facility expenses. The renter will be presented with all available documentation of expense to include, but not be limited to: rental balance, equipment rental, and any other miscellaneous fees.

Included in Rental Rates

- Facility to be presented in a clean and ready to use manner
- Event to be listed on CCSC website and all calendars produced for members.
- Event to be listed on CCSC reader board on days of rental and on prior days as available.
- A CCSC Board Member or designated representative will act as a liaison to the event promoter for all issues and concerns prior to and during the event.

Traditional Promoter Expenses / Responsibilities - Promoter / event organizer is solely responsible for all coordination and fees associate with the following services, to include, but not be limited to:

Power Distribution

Utilities

Security

Crowd Control

Fire Marshal Permits

First aid / medical personnel including stand by ambulance when applicable

Equipment rentals

Telecommunications

Requested special equipment

Sanitation needs (porta potties)

Excessive trash / dumpster requirements

Excessive cleaning / faculty restoration