



# Hoosier Horse Park Use of Facility Contract Packet 2017

Johnson County Parks and Recreation Department  
PO Box 246 / Franklin, IN 46131  
www.jocoparks.com  
Ph 812 526 6809 / Fax 812 526 0104

**Keep this page for your records.**

## quick guide and reminders

All contract negotiations, scheduling, and pricing questions can be directed to Kevin Leonard, Asst. Superintendent of Johnson County Parks and Recreation Department. You can reach him at 812 526 6809, or via email at [kleonard@co.johnson.in.us](mailto:kleonard@co.johnson.in.us).

**This contract must be completed fully and signed, and returned to the Johnson County Parks Department Office at P.O. Box 246, Franklin, IN 46131.** A copy will be returned to you, along with a packet of information.

Both a deposit and a signed contract are required to hold your event dates. No refunds or transfers can be made. Your deposit will be applied toward your final event balance which will be due on the last day of the show. Each event your organization hosts, each year, must have its own individual contract.

**At the end of the 2017 season, the Hoosier Horse Park will hold your approximate show dates for 2018 until November 13, 2017. Please note- We may ask for date flexibility to accommodate the needs of sanctioned shows during major shifts in the calendar. We must receive a contract and deposit in our office BEFORE November 13th, to secure your dates. All dates not secured will be released on the next business day.**

## to do list

Task List
Return signed contract for each show, all pages included.
Submit deposit in the amount of \$125.
File proof of your non-profit status with the park office, if applicable.
Arrange for food service if required. Make sure your chosen food vendor holds all permits and meets all standards required by the Johnson County Health Department.
File a copy of your liability insurance with the park at least two weeks before your event. Your COI must include these titles as insured: Johnson County Parks & Recreation Department, Johnson County Commissioners, and Johnson County Soil & Water Conservation District.
Arrange for portajohns, if required, through a third party. We can help you find one, if needed.
Arrange for outside golf carts, as needed, through a third party.
Make final arrangements with HHP for your show at least one week before your event.
Print and distribute copies of HHP Guidelines (pgs 8-9) to each of your participants.



# Hoosier Horse Park

## Use of Facility Contract Packet 2017

Johnson County Parks and Recreation Department  
 PO Box 246 / Franklin, IN 46131  
 www.jocoparks.com  
 Ph 812 526 6809  
 Fax 812 526 0104

### event contact information Please print legibly!

Event Name		Event Dates	
Organization Name			
Organization President Name			
Address			
City/State/Zip			
Phone		Email	Fax

Event Organizer (Show Host & Main Point of Contact)			
Address			
City/State/Zip			
Phone		Email	Fax

### quick view questions

More details for each item are located on the upcoming pages. Thank you!

1	Estimated # of Participants _____	6	Will you have vendors at your event? YES or NO
2	Estimated # of Animals/Stalls _____	7	Will you have food service on site? YES or NO
3	Expected # of Tie Outs _____	8	What date will show the <b>show host &amp; volunteers</b> arrive at HHP? ____ / ____ /2017
4	Will overnight camping be required? YES or NO	9	What date will show the <b>competitors</b> arrive at HHP? ____ / ____ /2017
5	Will the show have pre-ordered bedding? YES or NO	10	Will you need to rent Work Carts? YES or NO

# stalls and bedding

Currently, Hoosier Horse Park offers 384 stalls throughout 14 barns. You may request certain barns, but depending on other events also taking place at the Hoosier Horse Park at the same time, park staff may choose to shift requested stalls to accommodate everyone. HHP may also shift barn assignments as needed for maintenance at any time. Stall charts and maps will be included in the packet returned to you after your contract is processed. **PLEASE CIRCLE THE STALLS YOUR REQUEST.**

Barn	A1	B1	A	B	C	D	E	F	G	H	I	J	K	L
#	15	15	28	12	12	28	28	28	28	28	34	34	34	60

Total number of stalls you wish to reserve. (You can always add more, if available.) \_\_\_\_\_

Stalls are \$15 per day. Stall rates are based on 1 head/stall. Stalls with tack are also included. Each additional head/stall will be charged as an additional \$15. The Hoosier Horse Park staff will conduct stall counts throughout your event and the associated fees will be added to your final show bill.

Stalls will be locked prior to your arrival. The show host will be responsible for unlocking all stalls.

Tie-outs are \$5 per horse per day. The Hoosier Horse Park staff will conduct tie-out counts throughout your event and the associated fees will be added to your final show bill.

**\*\*Please note:** HHP Staff conducts counts for stalls, tie-outs and camping starting at 6:00am each morning. We recommend that each show provide a representative to come along on counts to verify any discrepancies. Staff counts will be provided along with the invoice/final show bill. For more information, speak to the HHP staff that is handling your show for specific times and places. Anyone that stays over past the show (Ex: Sunday night into Monday morning) **MUST** pay the associated fees for additional nights for stalls and camping.

We have shavings available onsite and for sale out of the Hoosier Horse Park Office during office hours. (See office hours on page 10.) Outside of office hours, we will place bales of bedding in a locked stall. Show hosts can sell these as needed. You will be provided with a Bedding Fees Chart that shows how much should be collected. HHP will reconcile payments with bales used the next morning. All bedding used without payment will be added to the final show bill. **Only shavings are allowed in the stalls at the Hoosier Horse Park. All other materials are restricted.**

Would you like to preorder bedding and have it placed in the stalls?  Yes  No  
See Bedding Fees Chart attached for current rates.

If yes, how many bags would you like to have placed?  1  2  3  4  5  
Pre-ordered bedding on the show bill will be coordinated through the HHP Manager. Details must be received at least two days prior to the show in order to ensure placement. Call ahead orders from participants will be accepted based on availability of staff.

**Show participants may also pre-order bedding the week of your event by calling 812-526-6809. Pre-orders must provide a Barn and Stall number to our staff and be paid via credit card over the phone when ordered. Please note that there is a fee associated with credit card use. Pre-orders will be placed in the appropriate stall before their arrival at HHP. Call ahead orders from participants will be accepted based on availability of staff.**

\*Beginning in 2017, on site delivery of bedding during shows will be unavailable. We strongly encourage pre-orders for participant convenience. We have a spreadsheet that we can share to help with show pre-orders and can send it to you upon request.

# arenas

Arenas will be show-ready upon commencement of your event.

Rental of arenas also includes the use of the associated PA system.

Beginning in 2017, all shows must provide their own staff to profile and water arenas. Show staff may use HHP equipment to profile, but will be required to sign an equipment waiver at the HHP Office. The HHP Manager will coordinate the use of equipment with each show prior to arrival. HHP staff can be requested for the fee of \$50.00 per profile if available. Requests for profiling need to be received at least one week prior to your show. Staff will not be available to profile after 2:00pm.

HHP Staff profiling (including water and dragging) will be \$50.00 for each occurrence and the fee will apply to each type of arena with warm up arenas included at no additional charge.

For example: If you have a one-day show in Dressage, and require a morning drag before the show and an afternoon break, the total fee will be \$100.00 (This would cover all dressage arenas). A two-day show in Baker that only needs a morning drag on both days, would be \$100.00 (This would cover Baker and Arena 5.)

The Cross Country Course must be closed and rented at full rates for shows and events requiring the course. The Hoosier Horse Park staff will determine closed dates.

“Weekend” rates apply to shows taking place Friday through Sunday or any other three days during the week. If days are used for “practice” prior to the show and require water or profiling, they will count toward the number of billable days.

Lighting in Baker Arena left on after competition has concluded will result in a \$40.00 fee.

Arena	Stadium Arena	Dressage Arena 1	Dressage Arena 2	Dressage Arena 3	Arena #5	Baker Arena	Water Jump	East West Fields	Cross Country Course
Info	Includes Stadium Jumping Arena (300'x200') and Stadium Warm-Up Arena (100'x275')	This is the east arena, measuring 160'x280'. It holds two 20x60 rings or three 20x40 rings.	This is the west arena, measuring 125'x280'. It holds two 20x60 rings	This is the warm-up arena, measuring 100'x200'. It holds one 20x40 ring.	This is the warm-up arena located next to Baker measuring 160'x280'. <u>This rate only applies if Baker is not used.</u>	This covered and lighted arena measures 160'x300' and includes Arena #5 measuring 160'x280'.	Located on the Cross Country Course, up on the north end of the property.	Between Cardinal Lane and Nature Trail Road.	200 acres. Can be closed entirely, or rented on an individual basis for schooling.
Cost	\$150/day	\$150/day	\$150/day	\$150/day	\$150/day	\$700/wknd or \$400/day	\$200/ event if used	\$100/day	\$400/wknd or \$300/day

\*Rent all three dressage arenas for \$400/weekend.

**Please indicate which arenas you would like to reserve below. Any additional areas of the park that your show wishes to use (John Wayne Fields, etc.) must be arranged directly through Asst. Superintendent, Kevin Leonard.**

Stadium Arena                      Date(s) \_\_\_\_\_ # Days \_\_\_\_\_ x \$150 = \$ \_\_\_\_\_  
 Special Notes \_\_\_\_\_

Dressage Arena 1      Date(s) \_\_\_\_\_ # Days \_\_\_\_\_ x \$150 = \$ \_\_\_\_\_  
 Show Ring Sizes:      (Circle one) Two 20x60 rings -OR- Three 20x40 rings

Dressage Arena 2      Date(s) \_\_\_\_\_ # Days \_\_\_\_\_ x \$150 = \$ \_\_\_\_\_  
 Show Ring Sizes:      (Circle one) Two 20x60 rings -OR- Other \_\_\_\_\_

Dressage Arena 3      Date(s) \_\_\_\_\_ # Days \_\_\_\_\_ x \$150 = \$ \_\_\_\_\_  
 Show Ring Sizes:      (Circle one) One 20x40 rings -OR- Other \_\_\_\_\_

All 3 Dressage Arenas      Date(s) \_\_\_\_\_ \$400  
 Please choose ring sizes for each arena on previous page.

**Dressage Note: \$100 set-up fee for adjustments after arenas are set to your provided specifications. All rings measurements are listed in meters.**

Baker Arena      Single Date \_\_\_\_\_ \$400  
 Special Notes \_\_\_\_\_

Baker Arena (Weekend)      Date(s) \_\_\_\_\_ \$700  
 Special Notes \_\_\_\_\_

Arena #5      Single Date \_\_\_\_\_ \$150  
 Special Notes \_\_\_\_\_

Water Jump      Date(s) \_\_\_\_\_ \$200  
 Special Notes \_\_\_\_\_

East West Fields      Date(s) \_\_\_\_\_ # Days \_\_\_\_\_ x \$100 = \$ \_\_\_\_\_  
 Special Notes \_\_\_\_\_

Cross Country Course      Single Date \_\_\_\_\_ \$300  
 Special Notes \_\_\_\_\_

Cross Country Course (Wknd)      Date(s) \_\_\_\_\_ \$400  
 Special Notes \_\_\_\_\_

**Cross Country Note: Any dates prior to your show that require closure MUST be listed in the space below. Last minute closures may not be possible due to the popularity of events in the area. Pre-closure dates cannot be guaranteed but we will do our best to make it possible.**

**Pre-Closure Notes:**

\_\_\_\_\_

**Arenas Subtotal:** \_\_\_\_\_

# equipment

**Cross Country Jump Relocation**      \$10 per jump      # of jumps \_\_\_\_\_       Yes     No  
Jump relocation is coordinated and arranged through the Hoosier Horse Park Manager.

**Work Cart**      \$30 per day      # of carts \_\_\_\_\_       Yes     No  
At this time, the park has two available work carts and they are rented on a first-come, first-served basis. Each operator must sign an equipment use waiver with the park. If you need more carts, we can suggest businesses that offer rentals.

**Trail Equipment/Jumps**      \$50 per day      # days \_\_\_\_\_       Yes     No  
Trail equipment will be delivered only. The event host is responsible for setting it up and placing it back on the trailer at the conclusion of the event. Failure to do so may result in a \$50 clean up fee.

**Gates**      No Charge      # required \_\_\_\_\_       Yes     No  
Gates will be placed near the arena. **The event host is responsible for set-up and tear down of gates. Please stack gates neatly against the arena railing. Gates left up after an event will be charged a \$50 clean up fee.**  
HHP cannot furnish T-Posts or T-Post Drivers.

**Profiling & Watering Equipment**      No Charge       Yes     No  
All shows must provide their own staff to profile and water arenas. Show staff may use HHP equipment to do so, but will be required to sign an equipment waiver at the HHP Office. We have limited equipment available. If you have questions about what equipment is available to use for your show, please check with our HHP Manager. Any additional equipment needed must be brought in by the show. **\*\*We realize that dates with multiple shows will most likely need our assistance. HHP Staff will be in touch with each show in order to address any concerns. See page 8 for more details.**

**Equipment Subtotal:** \_\_\_\_\_

# miscellaneous

**Vendors**      \$50/vendor      # of vendors \_\_\_\_\_       Yes     No  
Outside vendors are welcome to be a part of your event. If you have cleared them to be a part of your show, each vendor must sign a waiver with the parks department. There is a \$50 fee per vendor, per event, payable to the park office, or added to your show bill. Vendors are only allowed to be in the Hoosier Horse Park during your event. Vendors must leave at the close of your show. Blank vendor forms will be included in the packet returned to you and you are welcome to distribute them to interested vendors.

**Food Vendor Electric**      \$30/event       Yes     No  
This fee is payable on the show bill. Events are responsible for providing their own food service and making sure that all food vending complies with Johnson County Health Department regulations. This fee also applies to non-profit shows providing their own food if electricity is required. Water is not available for food service at this time.

**Front Room** \$90/day # of days \_\_\_\_\_  Yes  No  
This meeting room is adjacent to the park office off North Street. It has a capacity of 90, with tables, chairs, restrooms and a small kitchen area. Set-up and clean-up is the responsibility of the show host. If your room will be in use past 7AM on any day, the full day must be added to your total to prevent reservation conflicts. *Subject to availability.*

**The Maples** \$90/day # of days \_\_\_\_\_  Yes  No  
This meeting room is just east of the Amphitheatre. It has a capacity of 80, with tables, chairs, restrooms, and a small kitchen area. Set-up and clean-up is the responsibility of the show host. If your room will be in use past 7AM on any day, the full day must be added to your total to prevent reservation conflicts. *Subject to availability.*

**The Scout Area** \$90/day # of days \_\_\_\_\_  Yes  No  
The Scout Area is a small building and the grounds surrounding it north of the Cross Country Course. It has a capacity of 60, with tables, chairs, restrooms, a shower, and a small kitchen area. Set-up and clean-up is the responsibility of the show host. If your room will be in use past 7AM on any day, the full day must be added to your total to prevent reservation conflicts. *Subject to availability.*

**Dunn Office** \$50/day or \$100/wknd # of days \_\_\_\_\_  Yes  No  
This office area is inside the north end of Dunn Arena. Set-up and clean-up are the responsibility of the event host.

**Tables** # of tables \_\_\_\_\_  Yes  No  
The Hoosier Horse Park does have a limited number of tables available for use with your event.  
*We will provide tables. You are responsible for setting them up and tearing them down and any cleaning required.*

**Barrels** # of barrels \_\_\_\_\_  Yes  No  
The Hoosier Horse Park also has several barrels that can be utilized for barrel racing. Please coordinate the use of these barrels with the Horse Park Manager.

**Additional Notes Regarding Your Show**

If there are any other questions, needs, or things you feel we need to know, please list them in the space below so we will be able to address them when we contact you about this contract.

**Miscellaneous Subtotal:** \_\_\_\_\_

**Event Subtotal (including Arenas, Equipment & Miscellaneous)** \_\_\_\_\_  
*This total is a guideline and subject to change with additional charges incurred throughout the show.*

## Waste Removal

The Hoosier Horse Park staff will be on hand to keep trash barrels empty and keep the park clean. There are dumpsters located near the stables and in the RV campground. **If your group leaves excessive trash on the grounds you will be charged \$25 per hour, per staff person, for clean-up.** Please be vigilant of your group's site usage.

## Keys

Your event host will be assigned keys for the campground boxes, stalls, and other spaces as necessary. These keys are signed in and out of the Hoosier Horse Park Office. **Failure to return these keys at the close of the show will result in a fee of \$25 per missing key.** Keys may be returned via the drop box located at the Hoosier Horse Park Office.

## Fuel

If you have rented a work cart through HHP, you will have one full tank of fuel when you pick up the cart. Additional tanks of fuel for carts will be charged at a rate reflecting current gas prices, and will be added to your show bill. Tractors and water tanks used for profiling arenas will be allowed one tank of fuel per day.

## Arrival

What date will the show hosts/volunteers will be arriving at Hoosier Horse Park?

**Date:** \_\_\_\_\_ **Approximate Time:** \_\_\_\_\_

What date will the competitors will be arriving at Hoosier Horse Park?

**Date:** \_\_\_\_\_ **Approximate Time:** \_\_\_\_\_

This information is imperative so we can be here to help you and provide you with keys to our facilities.

## Show Times, Water & Profiling

As of 2017, all shows must provide their own staff to profile and water arenas. Show staff may use HHP equipment to do so, but will be required to sign an equipment waiver at the HHP Office. We have limited equipment available. If you have questions about what equipment is available to use for your show, please check with our HHP Manager. Any additional equipment needed must be brought in by the show.

HHP Staff will be in touch with each show prior to the event. We will assist with watering and profiling when necessary. If a show chooses to utilize our staff instead of providing their own, it will be subject to availability. See Page 4 for details.



# guidelines for the hoosier horse park\*

**WARNING: Under Indiana law, an equine professional is not liable for an injury to, or death of, a participant in equine activities resulting from the inherent risks of equine activities. Indiana Code 34-31-5.**

*Event host is responsible for contracting all public safety services for your event.*



## **Non-authorized Arena or Facility Use**

---

- Event organizers will be charged the *full rental fee* for any arenas that are used without being previously reserved through contract. It is the event organizer's responsibility to communicate this policy to all participants and competitors.
- Individuals wishing to use the cross country course must check in, file a signed waiver, and pay schooling fees *prior* to going on the course. A fee of \$100 per horse will be added to your show bill for each individual violating this process. Schooling fees are \$35, \$20 for IEA and Indiana Whips & Wheels members, and free to those with a park issued annual pass. **Schooling is subject to course availability. We strongly recommend calling ahead before traveling.**

## **Horse and Animal Requirements**

---

- **It is the responsibility of the event host to collect all necessary documentation regarding the health of participating horses and animals and to ensure that it meets the current standards set by the state of Indiana.**
- **The Hoosier Horse Park requires all animals to be treated in a humane manner in accordance with various state and local humane society guidelines. Show management is expected to enforce fair and humane treatment for all horses participating in an event at the park.**
- At the conclusion of your event, failure to remove all property will result in labor fees of \$25 per hour per staff person, along with other associated necessary fees, in order to remove items left behind. These fees will be added to the show bill. If you need special arrangements made after the show, you must coordinate these with the HHP Staff.

## **Dogs**

---

- Dogs are allowed on show grounds, but only on a leash not exceeding six feet in length and under control of a handler at all times, or suitably restrained in a tack stall or temporary fence/cage. Local animal authorities will remove loose dogs at the owner's expense.
- Dogs in distress—left in cars, trailers, etc.—will result in a call to the authorities and Animal Control will be informed.
- Dogs are NOT allowed in any building or restroom on park property, unless a properly identified service animal.

## **Work Carts**

---

- The ability to use a golf or work cart at Johnson County Park property is a privilege, not a right.
- Carts may only be driven by persons with a valid driver's license. All carts must follow traffic laws and posted speed limits. Park roads are, after all, county roads.
- **Four-wheelers, three-wheelers, mopeds, small motor bikes, or other motorized vehicles** are NOT allowed at any time on the nature trails or cross country course. Only work carts or gators may enter the course to perform set-up or show duties, and these are only permitted by pre-arrangement with the park office.
- No four-wheelers or three-wheelers are allowed outside the Hoosier Horse Park gates at any time.

## **Trailer Parking**

---

- Horse trailers should be parked in an east/west direction in the gravel lot south of Barn K, the parking lot directly behind the Amphitheatre, or designated campsites. Failure to comply with appropriate parking standards will result in you being asked to move your vehicle(s).
- Trailers are absolutely forbidden to plug into barn power outlets.

## Bedding

---

- Onsite bedding is available for \$7 a bag and can be purchased at the Hoosier Horse Park Office (when open) or through the show.
- Pre-order bedding is available on an individual basis. Contact the park office at 812-526-6809 for more information, along with barn and stall number. PRE ORDERS must be received by Thursday
- **The Hoosier Horse Park only allows shavings for use in the stalls. All other materials are restricted.**

## Camping

---

- Camping is only allowed in designated areas. Maps will be provided to you.
- All camping fees must be paid. Event hosts will collect payments and unlock electric boxes for you.
- 30-amp RV sites are available for \$16/night.
- Fires are not permitted outside of portable fire pits.
- Campsites are booked on a first come-first serve basis at HHP. Reservations are not available at this time.

## Parking and Traffic

---

- NO PARKING is permitted in the stabling areas, arenas, on the grass, or in other designated NO PARKING areas. The Johnson County Parks Department is planning to enforce these regulations and may have your vehicle towed.
- Do not drive between any barns.
- Exhibitors should park their empty trailers and horse vans in the Hoosier Horse Park designated areas.
- Exhibitors not requiring stabling, but who are showing out of their trailer, are subject to a \$5 tie-out fee per horse, per day. Park staff will be counting tie-outs. **Tie-outs are limited to designated areas.**
- No trailers are permitted to hook up to electric or water in any of the barn or arena areas.
- Horses and carriages have the right of way on all roads and paths.
- The speed limit on all roads is 15 mph. The speed limit in the barn areas and campgrounds is 5 mph.
- The Hoosier Horse Park reserves the right to revoke work or golf cart privileges from any exhibitor for violations or abuse. No motorized vehicles may be operated under the influence of alcohol.
- Please be careful not to drive on grass in wet conditions and please stay clear of ditches.

## Hoosier Horse Park Office Hours

---

- Staff will be available in the horse park office at the following times:

Day of Arrival	12PM-6PM
Saturday	As needed/will vary per show
Sunday	As needed/will vary per show
- Staff can always be reached in the event of an emergency. Show hosts will have a pager number will be posted at the Hoosier Horse Park Office to use in the event of an emergency.

### **A note on GPS directions to the Hoosier Horse Park...**

Many GPS units will not easily find the Hoosier Horse Park. The physical address we use for the Horse Park is 7105 S. Kern Street, Nineveh, IN 46164. However, we cannot guarantee that this will come up in your GPS unit. Due to the past nature of this property and its proximity to the military base, sometimes an Edinburg zip code will work (46124) and sometimes the Nineveh zip code (46164) will also work. We strongly suggest you use google maps or a similar service to locate the park prior to leaving for your journey. We will provide a map and written directions in your packet that you are welcome to distribute to your show staff and participants.



Johnson County Parks and Recreation Department  
PO Box 246, Franklin, IN 46131  
Ph 812 526 6809 / Fax 812 526 0104 / [www.iocoparks.com](http://www.iocoparks.com)

# release and indemnification

Organizations or individual using any park equipment, facilities, or grounds shall be responsible for any damage caused to these equipment, facilities, or grounds. It is the responsibility of organizations/individuals to insure that only qualified operators operate any equipment per current Johnson County Park Rules and Regulations. Organizations/individuals shall furnish to the Park Superintendent or her designee, prior to the equipment being released to organizations/individuals, appropriate proof of liability insurance and signed equipment waivers, as deemed necessary by the Johnson County Parks and Recreation Department.

The applicant further releases and discharges, to the fullest extent allowed by law, Johnson County Park and Recreation Department, Johnson County and the Johnson County Soil and Water Conservation District ("Released Parties"), from any claim that the applicant may have against the Released Parties on account of bodily injury or property damage while on the grounds of Johnson County Park, including bodily injury or property damage occurring while participating in any park event.

It is agreed that the applicant and all individuals associated with your event will abide by all State, Federal, and Local laws and ordinances relating to Johnson County Parks and Recreation Department's facilities, grounds, and property. It is further agreed that the applicant and all members, guests, or employees of applicant will execute and submit with this application as agreement, in writing, holding Johnson County and Johnson County Soil and Water District and Johnson County Parks and Recreation Department ("the indemnified parties") harmless for any loss or damage, including, but not limited to bodily injury and property damage occurring by reason of, in connection with, or as a result of the use of the facilities, grounds, and property requested.

The organization/individual identified as \_\_\_\_\_ shall indemnify and hold the indemnified parties harmless from any and all claims, demands, actions, damages, costs and charges to which the indemnified parties may be subject to or which the indemnified parties may have to pay by reason of any injury to any person or property, or loss of life or property resulting from or in any way connected with, the character, condition or use of the premises, or any means of ingress thereto or egress there from, or from the facilities or equipment provided, and shall, at its own expense, assume the defense of such claims and actions for damages arising out of such injuries or losses which may be brought against the indemnified parties by any such entity, and shall pay any such judgments that may be rendered in any such actions.

Applicant agrees that they will be responsible for ensuring that all trash, debris, refuse, waste, and recyclable materials generated by this event are collected and placed in proper receptacles or removed from the Johnson County Parks and Recreation Department's facilities, grounds, and property per direction provided by park staff. Applicant will be responsible for all costs of staff clean-up after the event, as determined necessary by the Johnson County Park and Recreation Department, and will be charged with \$25 per hour per employee, plus expenses as necessary. Applicant further understands that failure to pay these costs within thirty days of the close of the event may subject them to additional legal action to collect all amounts due, and that applicant will be responsible for any expenses incurred by Johnson County and/or the Johnson County Parks and Recreation Department as a cost of collection of these fees, including but not limited to court costs and reasonable attorney's fees.

By signing below, I am agreeing to all the terms and conditions of all included pages of this contract and have read and understand all of its contents and addendums.

Applicant Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Organization Name \_\_\_\_\_

Activity or Event \_\_\_\_\_

Address \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

# important show host information

Thank you for hosting your show at Hoosier Horse Park! Below are a few bits of information that should make running your show a little easier. If you ever have questions, please feel free to contact Kevin Leonard at 812-526-6809 or via email at [kleonard@co.johnson.in.us](mailto:kleonard@co.johnson.in.us). Our Horse Park Manager or another staff member will typically contact you a week or so before your show to go over any questions or last minute needs you may have.

## **Before your event....**

- Be sure to have your Certificate of Liability Insurance sent to us at least two weeks prior to your event. **Please make sure that all of the coverage amounts match up with the example included in the informational packet returned to you.** Failure to provide the correct certificate before your show will result in the cancellation of your event.
- Approved vendors for your event must fill out an HHP vendor form in the HHP Office upon arrival. The vendor fee is \$50.00.
- Food service vendors are scheduled by each show if required. Dunn Arena and the attached restaurant facilities will be unavailable; however the SEATING AREA is available for no charge. If the food vendor or show host needs electricity, a fee of \$30/event will be assessed. Food vendors can utilize the seating area for serving if prior clearance is given by HHP staff. It is the show's responsibility to make sure that all of the proper permits (if required) are secured through the Johnson County Health Department. A list of local food trucks and caterers will be included in the informational packet returned to you.
- Quiet Hours in Johnson Co. Park are 11pm-6am. Any activities NOT INCLUDING COMPETITION during this time that create excessive noise are not allowed. This includes Disc Jockeys and live bands. During competition we ask that you attempt to keep the amplified announcements to a reasonable level.
- No alcohol may be sold on park property.

## **Arrival....**

- **Please be sure to fill out the arrival date & time on page 7.** Monday through Thursday our staff leaves at **3PM**. If we know you are coming, we can make arrangements for key pick-up. Any early arrivals must be handled and coordinated through the show host. Staff cannot stay after hours to meet for keys, stalls, etc.
- Keys can be checked out at the HHP office. If you are giving other volunteers the keys, please remember that you are responsible for their return. Failure to return a key will result in a fine of \$25.00.
- Show hosts will be given keys to unlock reserved facilities. All payments for sites unlocked after hours are due in the HHP office first thing in the morning. Any unpaid bedding, camping, etc. will be added to your final show bill.
- Any and all signage/cones, etc. cannot be placed throughout the park until the Wednesday prior to your show without prior approval by HHP Staff. If being used, areas outside the HHP fencing are public areas until the event begins unless it is scheduled to be closed ahead of time. Signage cannot hinder or interrupt our daily park operations or maintenance.

## **During your event....**

- Stalls, Tie-outs, and Camping are all counted in the morning, between 6:00-7:00am. See the HHP Staff to schedule a time to join them.
- In case of a weather-related emergency while you are in the horse park, the best place to go is to the Dunn Arena Bathrooms, followed by the hallway in Dunn Arena.
- Maintenance Emergencies can be handled by calling our **After Hours Emergency pager number: 812-375-5041**. This number is not for any "non-emergencies". **The pager system requires that you wait for a beep. Then enter the number you are calling from. A staff member will call you back on the number entered as soon as they can.**

## **Before you leave....**

- On the last day of your show, the HHP staff will present you with your show invoice. We ask that the invoices be paid before you leave, unless it is previously arranged with the HHP/JCPR Staff.
- All payments are processed on the next business day following your show unless arranged ahead of time. Discrepancies **MUST** be addressed when you are issued the show bill or within 24 hours prior. After that time, the charges are assumed to be correct and must be paid.
- Be sure to return all keys to the HHP Staff, or place them in the key box located outside the office door.
- Please have your volunteers and staff check the grounds for any excessive trash that may be left behind, especially in the arena booths. If you are using any rented rooms, they must also be cleaned. Cleaning instructions are inside each room.
- Take everything with you. HHP will no longer store items not associated with the XC Course. Any and all trailers must be removed from park property.

# for office use only

Date Contract Received					Staff	
Facilities Reserved in CM					Staff	
Date Contract Confirmed					Staff	
Date Deposit Received		Amount		Payment Type	Staff	
Equipment Waivers Filed					Staff	
Vendor Waivers Filed					Staff	
Damages Incurred?					Cost	
Date Invoice Sent		Amount			Staff	
Date Balance Received		Amount		Payment Type	Staff	
Dates Requested for 2018					Staff	

**Other Notes**

*(Please use dates/times in notes, as needed.)*