



Hoosier Horse Park Use of Facility Contract Packet 2018

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.

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 2018 season, the Hoosier Horse Park will hold your approximate show dates for 2019 until November 16, 2018. 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 16th, 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.
Please begin working on your Certificate of Liability Insurance form as soon as possible. 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.



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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
Best Form of Contact (phone call or email):			

quick view questions

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

1	Estimated # of Participants _____	7	Will you have vendors at your event? YES or NO
2	Estimated # of Animals/Stalls _____	8	Will you have food service on site? YES or NO
3	Expected # of Tie Outs _____	9	What date will show the show host & volunteers arrive at HHP? ____ / ____ /2018
4	Estimated # of Campers _____	10	What date will show the competitors arrive at HHP? ____ / ____ /2018
5	Will the show hire HHP staff to profile (Fee req.) YES or NO	11	What date will volunteers & competitors depart HHP? ____ / ____ /2018
6	Will the show have pre-ordered bedding? YES or NO	12	Will you need to rent Carts from HHP? 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 \$7 per horse per day. Any and all tie-outs must be in designated tie-out areas. 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. The **SHOW HOST** is responsible for anyone that arrives early to HHP and/or stays over past the show. The **SHOW HOST MUST** pay the associated fees for additional nights for stalls, tie-outs, and camping.

We have shavings available onsite and for sale out of the Hoosier Horse Park Office on **Friday ONLY until 6pm**. After 6pm on Friday, 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. All bedding used without payment will be added to the final show bill.

Only wood 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. Please contact Kevin at 812-526-6809 or kleonard@co.johnson.in.us with more information regarding pre-orders.

Show participants may also pre-order bedding the week of your event by calling 812-526-6809. Any pre-orders must be called in by **4pm** on the **Wednesday** prior to your event. 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.** HHP staff will be available on Friday until 6pm to take bedding orders in addition to pre-orders.

arenas

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

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

Any stalling/storing animals in any Arena will be charged \$15 per head and will be counted in the overall stall count.

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	John Wayne Field	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'.	Between Kern and Harrison Streets, south of North Street.	Between Cardinal Lane and Nature Trail Road.	200 acres. Can be closed entirely, or rented on an individual basis for schooling. (Includes North Water Jump)
Cost	\$175/day	\$175/day	\$175/day	\$175/day	\$150/day	\$800/wknd or \$425/day	\$100/day	\$100/day	\$650/wknd or \$400/day

*Rent all three dressage arenas for \$500/weekend.

On the next page please indicate which arenas you would like to reserve. Any additional areas of the park that your show wishes to use (Shelters, etc.) must be arranged directly through Asst. Superintendent, Kevin Leonard.

Stadium Arena Date(s) _____ # Days _____ x \$175 = \$ _____
Special Notes _____

Dressage Arena 1 Date(s) _____ # Days _____ x \$175 = \$ _____
Show Ring Sizes: (Circle one) Two 20x60 rings -OR- Three 20x40 rings

Dressage Arena 2 Date(s) _____ # Days _____ x \$175 = \$ _____
Show Ring Sizes: (Circle one) Two 20x60 rings -OR- Other _____

Dressage Arena 3 Date(s) _____ # Days _____ x \$175 = \$ _____
Show Ring Sizes: (Circle one) One 20x40 rings -OR- Other _____

All 3 Dressage Arenas Date(s) _____ \$500
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 _____ \$425
Special Notes _____

Baker Arena (Weekend) Date(s) _____ \$800
Special Notes _____

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

John Wayne Field Date(s) _____ # Days _____ x \$100 = \$ _____
Special Notes _____

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

Cross Country Course Single Date _____ \$400
Special Notes _____

Cross Country Course (Wknd) Date(s) _____ \$650
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 \$35 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.

Show Jumps \$50 per day # days _____ Yes No
Show jumps 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 (circle who will profile) HHP Staff Show Volunteer
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 profiling 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. **See page 4 or 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. Each vendor will be 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 \$50/vendor 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 service. Water is not available for food service at this time.

Front Room \$100/day Date(s) of use _____ Yes No
This meeting room is adjacent to the park office off North Street. 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 Maples \$100/day Date(s) of use _____ 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 \$100/day Date(s) of use _____ 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.*

Nineveh Senior Center
If you would like to rent the senior center please contact John Lee at 812-764-5903. He will work out all the details with you and provide the cost to rent the facility. If you do rent the senior center please make Assistant Superintendent, Kevin Leonard, aware of the rental.

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.

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 & Locks

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. **Any locks missing from the stalls at the close of the show will result in a fee of \$25 per missing lock.**

Fuel for Equipment

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. Additional tanks of fuel for tractors will be charged at a rate reflecting current gas prices, and will be added to your show bill. Barrel Shows the HHP Manager will discuss fuel limits with your event host.

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

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 and are subject to availability. 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.)

guidelines for the hoosier horse park*

**Event hosts, please distribute a copy of these rules and regulations to each of your registrants.*

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 \$40 for non-members and \$25 for IEA or 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.**

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.
- If riding in a cart each person must be in a seat. (No hanging from the side, sitting in the bed, etc.)

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 Amphitheater, 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 on Friday **only** until 6pm. All bedding sales **after** 6pm Friday will go 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 Wednesday at 4pm.
- **The Hoosier Horse Park only allows wood shavings for use in the stalls. All other materials are restricted. A \$25 clean-up fee will be issued for any stall using improper shavings.**

Camping

- Camping is only allowed in designated areas. Maps will be provided to you.
- If multiple shows are being held at HHP during the same weekend, each show will have designated camping areas.
- All camping fees must be paid. Show hosts will collect payments and unlock electric boxes for you.
- **All HHP campsites are booked through the show host. Johnson County Parks and Recreation Staff do not handle any camping reservations for HHP.**
- RV sites are available for \$25/night.
- Fires are not permitted outside of portable fire pits.
- ***Reminder no horse trailers are permitted in the JoCo Parks Campground, only in the designated HHP campground.**

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 \$7 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.



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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. Organizers or individuals seeking to use any Park equipment, facilities or grounds shall submit, in addition to a completed Use of Facility Contract Packet, a Certificate of Liability Insurance complying with the requirements contained in this Release and Indemnification. A form of the Certificate of Liability Insurance, together with Statement of Minimum Coverages, is attached to this Use of Facilities request.

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 _____

TYPE OF INSURANCE COVERAGES REQUIRED:
GENERAL LIABILITY/OCCURRENCE FORM

MINIMUM COVERAGE REQUIREMENTS

Commercial General Liability	General Aggregate	\$2,000,000
Premises and Operations	Occurrence	\$1,000,000
Products and Completed Operations	Aggregate	\$2,000,000
Personal and Advertising Injury	Aggregate	\$1,000,000
Fire Damage	Any One Fire	\$ 100,000

AUTOMOBILE LIABILITY

\$1,000,000 Each Accident

Combined Single Limit

- Any Auto
- Hired Autos
- Non-Owned

EXCESS LIABILITY

• UMBRELLA FORM/OCCURRENCE FORM	Occurrence	\$1,000,000
	Aggregate	\$1,000,000
	SIR/Retention	\$ 10,000

WORKERS' COMPENSATION

EMPLOYERS' LIABILITY (if required by state law)

Statutory	
Each Accident	\$ 500,000
Disease Per Policy	\$ 500,000
Disease Per Employee	\$ 500,000

Include Johnson County Commissioners, Johnson County Soil and Water District and Johnson County Parks and Recreations Department as Additional Insureds. Above to include Contractual Liability.

INSURANCE CARRIER RATING REQUIREMENTS:

MUST BE RATED "A-" QUALITY AND VII SIZE OR ABOVE IN THE A.M. BEST'S KEY RATING GUIDE. Commercial General Liability additional insured endorsement should be CG 2010 10 01 or its equivalent, and should also be endorsed to be primary and noncontributory.

DEVIATION OR CHANGES* - ANY DIFFERENCE OR CHANGES TO THE REQUIRED POLICY COVERAGE AND ENDORSEMENTS ARE TO BE NOTED IN WRITING ON THE CERTIFICATE OF INSURANCE ADDENDUM

Client#: 42394

JOHNCOU3

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 10/10/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Agency Name, Agency Street Address, Agency - city, state, zip. CONTACT NAME, PHONE (A/C, No., Ext):, FAX (A/C, No):, E-MAIL ADDRESS. INSURER(S) AFFORDING COVERAGE: INSURER A: Specific Insurance Company, INSURER B:, INSURER C:, INSURER D:, INSURER E:, INSURER F:.

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSR, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include: GENERAL LIABILITY (LIMITS: \$1,000,000), AUTOMOBILE LIABILITY (LIMITS: \$1,000,000), UMBRELLA LIAB (LIMITS: \$1,000,000), WORKERS COMPENSATION AND EMPLOYERS' LIABILITY (LIMITS: \$500,000).

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) The certificate holder, Johnson County Commissioners, Johnson County Soil & Water Conservation District and Johnson County Parks and Recreations Department are added as additional insured with respect to General Liability (attach form CG2010 10 01 & or its equivalent). Primary/Non-Contributory coverage to apply with respect to General Liability.

CERTIFICATE HOLDER: Johnson County Board of Commissioners, 86 W Court St, Frnaklin, IN 46131. CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE.

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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. 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 desired. Dunn Arena and the attached restaurant facilities will be unavailable; however the SEATING AREA is available for no charge. A fee of \$50 per vendor will be assessed. Food vendors can utilize the seating area for serving, not cooking, 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 8.** 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....

- You will be emailed your show invoice on the Monday following your show. You will have 7 days from the time we email you the invoice to pay the total amount for the show.
- 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 at the close of your show.
- 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.

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 2019					Staff	

Other Notes

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