

Town of Cave Creek

Rodeo Grounds Application

Type of Event (Check all that apply)

- | | | |
|---|---|---|
| <input type="checkbox"/> Arts & Crafts Festival | <input type="checkbox"/> Flea Market/ Swap Meet | <input type="checkbox"/> Rodeo (w/ Rough Stock) |
| <input type="checkbox"/> Art Show, Art Tours | <input type="checkbox"/> Horse Shows | <input type="checkbox"/> Rodeo (without Rough Stock Events) |
| <input type="checkbox"/> Auctions | <input checked="" type="checkbox"/> Parades | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Carnivals | <input type="checkbox"/> Races / Rallies | |

Event Dates: _____ to _____ Event Times: _____ to _____

Applicant/ Organization _____

Applicant Address: _____ (City) _____ (State) _____ (Zip Code) _____

Applicant Phone Number _____ Email _____

Contact Person _____

Contact Phone Number _____ Email _____

Conditions of Use/ Contract :

- SET UP IS ALLOWED AFTER 12PM THE DAY BEFORE THE EVENT. ADDITIONAL DAY WILL BE CHARGED IF SET UP PRIOR TO 12PM.
- CLEAN UP AND ALL LIVESTOCK REMOVED BY 12PM THE DAY AFTER THE EVENT. ADDITIONAL DAY WILL BE CHARGED IF NOT COMPLETED BY 12PM.
- KEYS MAY BE PICKED UP 1 BUSINESS DAY PRIOR TO EVENT FROM THE TOWN OF CAVE CREEK, 37522 N CAVE CREEK RO, CAVE CREEK, AZ 85331 CURRING NORMAL BUSINESS HOURS AND MUST BE RETURNED 1 BUSINESS DAY AFTER THE EVENT TO THE SAME LOCATION. LOST OR DAMAGED KEYS, LOCKS OR CHAINS TO SECURE THE FACILITY WILL CONSTITUTE A FORFIETURE OF THE KEY DEPOSIT.
- IF ADDITIONAL TIME IS NEEDED DUE TO SIZE OR COMPLEXITY OF THE EVENT ARRANGEMENTS MUST BE MADE PRIOR TO TIME OF CONTRACT SIGNING AND PAYMENT.
- CANCELATION OR RESCHEDULING OF EVENT SHALL BE IN WRITING AND A MINIMUM OF THREE DAYS PRIOR TO THE SCHEDULED EVENT FOR A FULL REFUND. CANCELLATION OR RESCHEDULING OF THE EVENT, FOR ANY REASON, LESS THAN THREE DAYS PRIOR TO THE EVENT SHALL BE CHARGED 15% OF THE TOTAL RENTAL FEE FOR THE ONTRACT.
- APPLICANT AGREES TO COMPLY WITH ALL RULES AS STIPULATED IN THE "Rules for Contract use of the Town of Cave Creek Rodeo Grounds" AS LISTED ON THE TOWN'S WEBSITE AND ON THE BACK OF THIS APPLICATION.

I (print n a m e) _____ hereby certify that I am an authorized signer for the above listed organization/applicant and can obligate the above listed organization/applicant to all requirements and rules set forth in th is document and by reference in this document.

Signature

Date

Rules for Contract Use of the Town of Cave Creek Rodeo Grounds

- **Insurance-The** Town of Cave Creek requires a minimum of \$1,000,000 of liability insurance for most events and Rodeo's that include Rough Stock Events are required to have a minimum of \$1,000,000 general liability plus \$5,000,000 in excess general liability. The Town of Cave Creek shall be named as additional insured and certificate of that insurance must be on file at the Town of Cave Creek a minimum of two weeks prior to the event.
- **Dust Control-** Dust Control must be provided in compliance with current Maricopa County Air Quality Control Board requirements. A written plan to control must be submitted to the Town of Cave Creek a minimum of two weeks prior to the event. It is up to the renter of the facility to stay within the requirements Maricopa County Dust Control Regulations.
- **Toilet Facilities-Until** such time as permanent restrooms can be provided at the facility, you are responsible for the delivery and removal of an adequate number of portable restrooms to accommodate the estimated number of persons attending the event.
- **Arena-All** tractor work within the arena shall be accomplished by the event sponsor, unless a full time attendant is purchased with the contract of use. The arena must be regraded at the conclusion of the event.
- **Damages-Any** damages to the facility will be the responsibility of the Applicant/Organization listed on the application. Repairs of a minor nature will be taken out of the security deposit. Repairs in excess of the security deposit will be required to be completed by a State of Arizona licensed contractor and ALL costs for the repair shall be the responsibility of the Applicant/Organization listed on the application.
- **Ground Fires-** At no time shall any ground fires be permitted on the Rodeo Grounds Property.
- **Alcohol-NO** alcoholic beverage will be sold or distributed on or at the Rodeo Grounds property without a Special Event Liquor License. The event sponsor must apply for the Special Event Liquor License at the Town of Cave Creek Town Hall a minimum of 45 days prior to the event. There will be a liquor liability policy required for the license in the minimum amount of \$1,000,000 plus \$5,000,000 of excess Liquor Liability. The policy shall name the Town of Cave Creek as an additional insured. NOTE: All individuals who will be working any food/beverage services must have a current Food Handlers card; a Maricopa County Inspector may be on site during the event to inspect for compliance with all rules and regulations regarding food/beverage handling.
- **Utilities-Water** is available for your use (please refer to the fee schedule for costs per load for clean up/dust control). If the grounds are to be used for evening events, The Town will charge an additional fee for the use of the Arena Lighting (refer to the schedule of fees posted on the Town's website).
- **Holding Pens-All** holding pens must be cleaned and put back in original condition after usage.
- **Clean Up** - Use of the Rodeo Grounds includes the responsibility for complete cleanup and removal of all trash and unused items. The Town of Cave Creek does not provide dumpsters for your trash removal. A clean up plan must be submitted to the Town of Cave Creek a minimum of 2 weeks prior to the event. Include in the cleanup plan the name of the service and contact number for trash removal.
- **Hours of Operation-** The Town recognizes that the Rodeo Grounds are within a predominantly residential rural area. Use of the arena is to not occur prior to 7am and all events and activities must cease and lights must be turned off by 10:30pm.

Town of Cave Creek

Rodeo Application Check List

(To be completed by Town Staff after receipt of an application)

Yes	No	Items Required for Contract Signature from Town Employee
		Completed Application and Fees Paid
		Written Clean Up Plan (including trash removal name and contact)
		Written Dust Control Plan
		Restroom Facilities- Copy of Contract Provided
		Liability Insurance-Additional Insured Certificate Provided Naming the Town of Cave Creek
		A list of Vendors, including each Town of Cave Creek Business License Number,
		Refundable Security Deposit paid for clean up and damages
		Refundable Security Deposit for Key, Lock, and Chain

Additional Comments or Special Requirements for the Event:

Rodeo Grounds Rental Contract Approval:

Town Staff Signature (Do not sign until all items above have been received)

Date