



## Jim Brandon Equestrian Center Application & Permit Guidelines for the Rental Area

Rental area consists of the covered arena, five adjacent rings, barns and adjacent amenities. Separate guidelines govern the open riding area inclusive of the barrel ring.

### Reservation Procedures

The Jim Brandon Equestrian Center was designed to host traditional equine events

- Competitions
- Clinics/Auctions
- Trail Riding

Non-traditional/non-equine events will be accepted on a case by case basis as the calendar allows

- Examples of non-traditional events include dog agility competitions, and training activities
- Livestock events

**To reserve the facility an event application must be completed and submitted along with a signed copy of this Application and Permit Guidelines form, and a non-refundable \$300.00 booking fee. This fee will be applied to the final bill. Applications will not be accepted without the booking fee.**

- **Applications may be submitted by:**
  1. Priority bookings (sanctioned shows) must be submitted in person and by appointment only.
  2. All other applications may be submitted by:
    - ◆ Fax to 561-242-7055
    - ◆ Emailed to [lwirtz@pbcgov.org](mailto:lwirtz@pbcgov.org)
    - ◆ Mailed or hand delivered to:  
7500 Forest Hill Blvd, WPB, FL 33413

### General Order of Priority

- County Sponsored Events
- Sanctioned/licensed shows may be booked three (3) years in advance due to sanctioning/licensing rules and deadlines. Sanctioning/licensing numbers must be included on the facility applications.
- **Any applications received without sanctioning numbers will be considered general bookings and be taken on a first come, first serve basis. Sanctioned shows utilizing priority booking procedures must submit applications in person and by appointment only.**
- All other traditional equestrian events are considered general bookings and may be booked two (2) years in advance on a first come first serve basis beginning each January.
- Non-Traditional events may book one (1) year in advance.
- Once an event is booked it will not be bumped for any other entity.
- **No entity is guaranteed a date from one year to the next. Dates must be applied for each year through the application process.**
- When applicable and room allows, more than one event may be booked and commence simultaneously.

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Applicant's Initials

### **Confirmation Process and Permitting**

**It is the responsibility of the applicant to ensure that all desired dates are secured with the facility.**

The following procedures have been put in place to assist applicants with the tracking of dates.

- Once an application and booking fee has been received, the application will be stamped with the date of receipt.
- The application will be reviewed and either approved or denied within ten (10) business days. If accepted a booking fee receipt and a permit will be mailed to the renter. If denied a letter of explanation will be mailed and the booking fee will be returned.
- At the time the permit is mailed, a copy will be scanned and emailed to the renter as a backup procedure. **If you have not received a permit for your event within thirteen business days of application, you must contact the facility manager to confirm dates and/or receipt of your application.**
- The facility's online calendar will be updated as events are permitted. It is the renters' responsibility to check this calendar to ensure their dates.

### **Final Permit Procedures**

- **Permit** - The facility permit will be finalized with all requirements (5) business days before the event move-in date. This permit will be your official document which outlines the parameters of your event and provides you with official proof that specific features of the facility are yours during your event dates. This document should be kept on hand throughout your event to readily confirm your permitted areas and activities.

### **Payment Procedures**

- **Booking Deposit** – A booking deposit of \$300.00 is due with the application at the time of reservation. The booking deposit is **non-refundable**. If an event is cancelled the booking deposit will be retained by the County as an administration fee.

### **Single Events Damage/Security Deposit:**

- One hundred and twenty (120) calendar days prior to move-in of the event, a damage/security deposit in the amount of 50% of the permitted fees is due. This amount will be deposited and will be held in the case of cancellation or damage to the property. Once the renter has moved out the property will be inspected. If no damage has occurred the deposit will be refunded. If damages are incurred and the cost of repair is less than the deposit amount the renter will be refunded the difference. If the cost of repair is greater than the deposit amount the renter will be invoiced for the outstanding sum.
- If renter has more than one event scheduled the balance of the deposit may roll over to the next event.

### **Event Series Damage/Security Deposit:**

- A series is defined as three or more events which run consecutively either on a weekly or monthly basis. One hundred and twenty (120) days prior to the move-in of the first event of the series, a damage deposit of \$2,000.00 is due. This amount will be deposited and will be held in the case of cancellation or damage to the property. If damage has occurred the renter will be invoiced and the invoice must be paid immediately or risk the loss of future dates. The deposit of \$2,000.00 will be held until the last event of the series has been completed. If no damage has occurred with the last event the \$2,000.00 will be refunded. If damages are incurred and the cost of repair is less than the deposit amount the renter will be refunded the difference. If the cost of repair is greater than the deposit amount the renter will be invoiced for the outstanding sum.

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**Applicant's Initials**

**Pre-Settlement**

- Payment of all known fees as outlined on the pre-settlement form is due five (5) business days prior to move-in of the event, when the final permit is issued.

**Final Bill**

- Payment of all fees accrued between pre-settlement and the end of the show is due on the final day of the show before move-out.

**Cancellation Guidelines**

- **Please notify us as soon as possible if you need to cancel a show. With enough notice we may be able to find a replacement renter saving you and the County any financial loss.**
- The booking deposit is non-refundable. If an event is cancelled the booking deposit will be retained by the County as an administration fee.
- **Cancellation Timeline** - If a renter cancels a show for any reason **one hundred and twenty (120) calendar days or less** prior to the event, the renter has five business days to negotiate a new date. If no new date is agreed upon then the event will be considered cancelled and the County will retain all money collected to date. **Moving an event from the covered arena to outer rings will be considered a cancellation of the covered arena and will be charged accordingly.**
- **If the County is able to find a replacement renter with an event value equal or greater to the one cancelled the County will refund all but the \$300.00 booking deposit to the original renter. If a replacement renter is found for a lesser value than the original rental, the County will charge the original renter the difference between the original estimated rental fees and the new rental fees.**
- **County may terminate the Agreement/Permit at any time, upon written notice to renter. The County agrees to not cancel for unwarranted reasons.**

**Insurance**

- **Renter** - Renter must provide proof of insurance which complies with County requirements as outlined in the application packet
- **Vendor** - It is the responsibility of the renter/show management to ensure that every vendor or subcontractor has insurance that complies with the County requirements as outlined in the application packet. If the vendor or subcontractor does not provide an accurate COI, it is the responsibility of the renter/show management to shut down the operation of the vendor or subcontractor and ask them to leave the property.

**I have read and understand the above Application and Permit Guidelines.**

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**Name of Applicant (Printed)**

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**Signature of Applicant**

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**Date**

**Rev. 10/1/20**



## Show/Event Application Jim Brandon Equestrian Center Palm Beach County Parks and Recreation

**It is the responsibility of the applicant to ensure that all desired dates are secured with the facility.**

**To reserve the facility an event application must be completed and submitted along with a \$300 non-refundable booking fee. Applications will not be accepted without the booking fee.**

**Please Charge the Credit Card I have on file: \_\_\_\_\_yes \_\_\_\_\_no \_\_\_\_\_n/a  
 {To submit a credit card for future use please call the office at 561-966-7090}**

**SECTION 1 PLEASE PRINT OR TYPE INFORMATION**

Today's date \_\_\_\_\_

\_\_\_\_\_  
 Event Name Sanctioning Body and # if Applicable

\_\_\_\_\_  
 Name of Organization and Proof of Florida Tax Exempt Status (if applicable)

\_\_\_\_\_  
 Event Date(s) and Time Move In Date and Time

\_\_\_\_\_  
 Show Manager Event Contact Person (if different)

\_\_\_\_\_  
 Mailing address City State Zip Code

\_\_\_\_\_  
 Day phone Evening phone Cell phone

\_\_\_\_\_  
 Fax E-mail address

**SECTION 2 Show or Event Description:** purpose \_\_\_\_\_

**Please check all activities that will take place at your event. Changes and additions to this check list will be allowed up to 30 days before the show date. Additions made with less than 30 days lead time may not be approved. Any additions/changes approved after the 30 day deadline will carry a \$110 charge for each addition/change.**

Show \_\_\_\_\_ Clinic \_\_\_\_\_ Symposium \_\_\_\_\_ Dinner/Dance \_\_\_\_\_ Performance/Exhibition \_\_\_\_\_  
 Auction \_\_\_\_\_ Carriage Driving \_\_\_\_\_ Jumping \_\_\_\_\_ Dressage \_\_\_\_\_ Barrels \_\_\_\_\_  
 Reining \_\_\_\_\_ Pleasure \_\_\_\_\_ Other \_\_\_\_\_

Is the event open and free to the public? \_\_\_\_\_ yes \_\_\_\_\_ no

Is this a recurring event? \_\_\_\_\_ yes \_\_\_\_\_ no (this is for planning purposes only and does not guarantee dates for future years)

How will this show/event be promoted? \_\_\_\_\_TV \_\_\_\_\_radio \_\_\_\_\_newspaper ad \_\_\_\_\_posters  
 \_\_\_\_\_prize lists \_\_\_\_\_invitations \_\_\_\_\_other, please specify \_\_\_\_\_

**SECTION 3 Amenities:** It is understood that quantities on application may change,.

Covered Arena (comes with schooling ring)  # of days  
 Show Ring 2 (comes with schooling ring)  # of days  
 Show Ring 3 (comes with schooling ring)  # of days  
 Schooling Ring 1  # of days  
 Schooling Ring 2  # of days  
 Schooling Ring 3  # of days  
 Barrel Ring  # of days  
 Flex Fence Ring  # of days  
 Lunge Ring  # of days  
 Stalls  # of days  estimated number of horses total  
 Number of Tent Stalls/Barns (if applicable)  
 Dressage Arena  # needed  
 Jump Course 1  
 Jump Course 2  
 Ring Set Up  
 Trail Course  
 Gazebos  # needed and where \_\_\_\_\_  
 Tables  
 Chairs  
 Show Office 1 (building 1)  # tables needed  
 Show Office 2 (concession building)  # tables needed  
 Announcer's Booth/PA system  
 Concession Stand  
 Picnic Tables  # needed and where \_\_\_\_\_  
 Additional Assistance (ring prep or setup, fencing removal, site changes, be specific) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SECTION 4 Check List: Will you have the following at your show/event?**

Alcoholic Beverages	<input type="checkbox"/> yes <input type="checkbox"/> no	If yes, is this product available for purchase? <input type="checkbox"/> yes <input type="checkbox"/> no
Banners/Signs	<input type="checkbox"/> yes <input type="checkbox"/> no	If yes, <input type="checkbox"/> directional <input type="checkbox"/> sponsor
RV	<input type="checkbox"/> yes <input type="checkbox"/> no	If yes, no RV hookups available, overnight security required
Security	<input type="checkbox"/> yes <input type="checkbox"/> no	If yes, must be approved service provider
Staging	<input type="checkbox"/> yes <input type="checkbox"/> no	Will require safety certification
Tents (event)	<input type="checkbox"/> yes <input type="checkbox"/> no	If yes, number and sizes _____, will require safety certification
Tents (stabling)	<input type="checkbox"/> yes <input type="checkbox"/> no	If yes, number of tents _____ number of stalls _____, will require safety certification
Vendors	<input type="checkbox"/> yes <input type="checkbox"/> no	If yes, attach list of vendors

**The Jim Brandon Equestrian Center does not provide tent stabling. Any issues with tent stabling is the sole responsibility of show management and tent rental company, this includes all weather related issues.**

- Sanitation (dumpsters and Port-O-Lets) needs are based on type of event , publicity and attendance.
- Show management is required to comply with all local, state, and federal laws and regulations during the course of event implementation.

**INDEMNIFICATION CLAUSE FOR FACILITY RENTAL/USE:**

I, the permittee, in consideration for using Jim Brandon Equestrian Center, agree to protect, defend, reimburse, indemnify and hold Palm Beach County, its agents, designees, employees, and elected officials free and harmless at all times from and against all claims, liability, expenses, losses, costs, fines, damages or causes of action of every kind and character, including attorney's fees and costs, whether at trial or appellate levels or otherwise, arising during, as a result of, or in connection with my use of the facility described in this permit or from emergency medical care. I hereby assume the risk associated with the use of the facility and I agree to release and to hold Palm Beach County, its agents, designees, employees, and elected officials free and harmless at all times from and against all claims, liability, expenses, losses, costs, fines, damages or causes of action of every kind and character, including attorney's fees and costs, whether at trial or appellate levels or otherwise, due to their acts, errors or omissions resulting in bodily injury, including, but not limited to death, or damage to me or my property incident to or in connection with my use of the facility.

Under Florida law, an equine activity sponsor or 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.

This application shall be governed by the laws of the State of Florida, and is intended to be interpreted as broadly as possible. I, the permittee, agree that exclusive jurisdiction and venue for any legal action against Palm Beach County, its agents, designees, employees and elected officials shall be in Palm Beach County. If any part of this application is determined to be unenforceable, all other parts shall remain in effect.

\_\_\_\_\_  
Name of Permittee (Printed)

\_\_\_\_\_  
Signature of Permittee

\_\_\_\_\_  
Date

**The following indemnification language shall be required in all participants' application (prize list). Minors must have a parent or legal guardian's signature:**

I, the participant, parent or legal guardian of a participant, agree to protect, defend, reimburse, indemnify and hold Palm Beach County, its agents, designees, employees, and elected officials free and harmless at all times from and against all claims, liabilities, losses, costs, fines, damages or causes of action of every kind and character, including attorney's fees and costs, whether at trial or appellate levels or otherwise, arising during, as a result of, or in connection with my participation in this program or from emergency medical care. I hereby assume the risk of participation in this program and agree to hold Palm Beach County, its agents, designees, employees, and elected officials free and harmless at all times from and against all claims, liability, expense, losses, costs, fines, damages, or causes of action of every kind and character, including attorney's fees and costs whether at trial or appellate levels or otherwise, due to their acts, errors, or omissions resulting in bodily injury, including death, or damage to me or my property incident to or in connection with my participation in this program.

Under Florida law, an equine activity sponsor or 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.

\_\_\_\_\_  
Participants Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Participant or Parent/Legal Guardian

\_\_\_\_\_  
Name of Parent or Legal Guardian (Printed)

## Timeline

<b>Due at Booking</b>	<ul style="list-style-type: none"> <li>• Completed application with signatures</li> <li>• Schedule of events, outlining day and night time activities</li> <li>• \$300 <b>non-refundable</b> booking deposit made out to Palm Beach County Board of Commissioners (BOCC)</li> <li>• Sanctioning application (if applicable), must receive facility approval before applying for Sanctioning</li> </ul>
<b>Due 120 days prior to show</b>	<ul style="list-style-type: none"> <li>• Damage/Security Deposit as outlined in Application &amp; Permit Guidelines</li> </ul>
<b>Due 60 days prior to show</b>	<ul style="list-style-type: none"> <li>• Updated application with final schedule and maintenance requests. A fee of \$110 will be applied to any changes or additions received with less than 30 days notice</li> <li>• Final update of schedule</li> <li>• Proof of insurance for event</li> <li>• Proof of tax exempt status (if applicable)</li> <li>• Architectural site plan and drawing for any structures requiring safety certification. Must be submitted to Building Department and Fire Rescue 45 days before event date.</li> </ul>
<b>Due 14 days prior to show</b>	<ul style="list-style-type: none"> <li>• Complete vendor list</li> <li>• Vendor placement chart</li> <li>• Final site plan</li> </ul>
<b>Due 7 days prior to show</b>	<ul style="list-style-type: none"> <li>• Jump course</li> <li>• Arena setups</li> <li>• Insurance on all vendors</li> <li>• Name and phone number of horse watch</li> </ul>
<b>Due 5 business days prior to show</b>	<ul style="list-style-type: none"> <li>• Payment of all known fees as outlined on the pre-settlement form</li> </ul>
<b>Due Final Date of Event</b>	<ul style="list-style-type: none"> <li>• Payment of balance</li> </ul>

### Mail or fax application to:

Palm Beach County  
 Jim Brandon Equestrian Center  
 7500 Forest Hill Blvd  
 West Palm Beach , FL 33413

**Application Fax Line: 561-242-7055**  
**Application Email: lwirtz@pbcgov.org**  
 Contact:  
 561-966-7090