



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	___yes___no	If yes, is this product available for purchase? ___yes___no
Banners/Signs	___yes___no	If yes, ___directional___sponsor
RV	___yes___no	If yes, no RV hookups available, overnight security required
Security	___yes___no	If yes, must be approved service provider
Staging	___yes___no	Will require safety certification
Tents (event)	___yes___no	If yes, number and sizes _____, will require safety certification
Tents (stabling)	___yes___no	If yes, number of tents ___ number of stalls ___, will require safety certification
Vendors	___yes___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

Due at Booking	<ul style="list-style-type: none"> • Completed application with signatures • Schedule of events, outlining day and night time activities • \$300 non-refundable booking deposit made out to Palm Beach County Board of Commissioners (BOCC) • Sanctioning application (if applicable), must receive facility approval before applying for Sanctioning
Due 120 days prior to show	<ul style="list-style-type: none"> • Damage/Security Deposit as outlined in Application & Permit Guidelines
Due 60 days prior to show	<ul style="list-style-type: none"> • 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 • Final update of schedule • Proof of insurance for event • Proof of tax exempt status (if applicable) • 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.
Due 14 days prior to show	<ul style="list-style-type: none"> • Complete vendor list • Vendor placement chart • Final site plan
Due 7 days prior to show	<ul style="list-style-type: none"> • Jump course • Arena setups • Insurance on all vendors • Name and phone number of horse watch
Due 5 business days prior to show	<ul style="list-style-type: none"> • Payment of all known fees as outlined on the pre-settlement form
Due Final Date of Event	<ul style="list-style-type: none"> • Payment of balance

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