

SALT LAKE COUNTY PARKS & RECREATION
BOOKING POLICY
FOR
SALT LAKE COUNTY EQUESTRIAN PARK FACILITIES

REFERENCES

(TBD)

PURPOSE

This policy establishes practices and procedures for reserving space and/or facility use at the Salt Lake County Equestrian Park, to include the events center and the Laurel Brown Race Track. The policy provides continuity in implementing the reservation criteria to ensure fairness to individual facility users and user groups. The park's charter is to attract equine and community events to the facility, generate operating revenue and improve the quality of life in the community.

Circumspect execution of this policy will result in maximizing the efficient use of the facility, realizing its greatest revenue producing potential and bringing improved economic and cultural benefits to the community.

DEFINITIONS

BOOKING: The process of identifying and recording a date and time on the events calendar to reserve space at an Equestrian Park facility for a show or event.

BUMPING: The process of moving or removing past, present or future events and shows from their scheduled date(s) and time(s) to preferentially place different events or shows in their stead.

EVENTS CALENDAR: A listing of firm reservations for Equestrian Park facilities.

FACILITY: A collective term that includes all buildings, halls, meeting rooms, grounds and parking facilities pertaining, but not limited, to the polo field, the Laurel Brown Race Track, the Events Center, outdoor arenas, the Sheriff Posse Building, the old fair office and stalls, located at the Salt Lake County Equestrian Park, under management of the Salt Lake County Parks & Recreation Division.

FIRM RESERVATION: A reservation that includes all deposits and completed show checklist(s).

HOURLY EVENTS: Two hour time increments that may be booked from 4:00 P.M – 6:00 P.M., 6:00 P.M. – 8:00 P.M. and 8:00 P.M. – 10:00 P.M., Tuesday through Thursday of each week.

MONTHLY SCHEDULING CALENDAR: A monthly record of facility reservations maintained by the Equestrian Park Office.

SHOW CHECKLIST: A form furnished by the Equestrian Park to a patron (lessee) and completed by the lessee and the Park Coordinator that identifies the time(s), date(s), show needs and associated costs for the lessee's show or event at the park.

STALL: An indoor or outdoor fenced or enclosed area, 10' X 10' or 12' X 12' in size, for confinement of horses at the equestrian facility. This includes, but is not limited to: tack rooms, walker spaces, runs, paddocks or other rented space and is unrelated to shows or events.

TENTATIVE RESERVATION: A completed reservation agreement form, received by the Equestrian Park Office, indicating the date(s), time(s) and space rental(s) for a show or event, however lacking deposits and initiated checklist(s).

1.0 POLICY

1.1 The goal for Equestrian Park booking and scheduling is to achieve a balance between equine and non-equine shows and events. The Equestrian Park Program Manager is responsible for booking shows and events to most effectively meet the park's program and revenue goals.

1.2 The following priorities will apply to scheduling shows and events at the Equestrian Park facilities:

1.2.1 First consideration will be given to national, state or regional equine and/or non-equine shows, trade shows, meetings and similar events that book multiple days and generate significant attendance and revenue.

1.2.2 Second consideration will be given to multiple-day, annual or repeat equine and non-equine shows, trade shows, meetings and similar events that do not generate attendance and revenue levels comparable to those defined in section 1.2.1 of this policy.

1.2.3 Third consideration will be given to one-time, multiple-day shows, trade shows, meetings and similar events that utilize a significant allocation of space and/or facilities.

1.2.4 Fourth consideration will be given one-time, daylong shows, trade shows, meetings and similar events.

2.0 PROCEDURES

2.1 RESERVATION AGREEMENTS AND BOOKINGS

2.1.1 Applicants making reservations (bookings) for Equestrian Park facilities must meet with the park coordinator.

2.1.2 Yearly renewal deposits are due January 15 of each calendar year. Bookings can be made and secured three (3) years in advance with payment of applicable deposits. Dates are not secured without accompanying deposits.

Yearly renewal agreements are due at the Equestrian Park by the first working day of January each year.

Yearly renewals are given first right of refusal to their previous year booking dates. Failure to comply with applicable deadlines and deposit payments forfeits a lessee's provision to first right of refusal.

2.1.3 New bookings for each calendar year may be made and secured with payment of applicable deposit(s). Refunds will not be made on booking deposits.

Bookings are made on a first-come, first-served basis, with exception of first right of refusal as noted in section 2.1.2.

2.1.4 Booking confirmations are due to the Equestrian Park coordinator a minimum of ninety (90) days prior to the event, accompanied by a detailed event plan no less than thirty (30) days preceding the event.

2.1.5 Bookings are considered tentative and not final and firm until the deposits have been received and receipted, all contractual agreements have been initiated and signed by the lessee – or representative – and show checklists have been completed by the lessee – or representative – and the park coordinator.

2.1.6 An events calendar, in both monthly and annual formats, will be maintained by the Equestrian Park for public review at the park and on the park's web site.

2.2 HOURLY BOOKINGS

2.2.1 Hourly bookings are available from 4:00 P.M. to 6:00 P.M., 6:00 P.M. to 8:00 P.M. and 8:00 P.M. to 10:00 P.M., Tuesday through Thursday each week, unless preempted by event bookings.

2.2.2 Deposits are required for booking the first and last night in a series of hourly time slots. Deposits are non-refundable. Hourly booking holders will be given seven (7) days advance notice of events that conflict with pre-booked, hourly time slots.

2.2.3 Facility users will ensure the appropriate behavior of their club, organization or group members. They are to comply with all state, local and Equestrian Park rules, regulations and policies. Lack of observance or violation of applicable rules, regulations and policies will result in forfeiture of facility use for a minimum of one (1) year.

2.2.4 10:00 P.M. is the curfew for hourly bookings, unless an extension is pre-approved by the event coordinator, with 24 hours advanced notice.

2.3 BUMPING

2.3.1 Firm reservation dates may be moved only upon consent and agreement of the Equestrian Park coordinator and the affected show or group representative.

2.3.2 Event bookings may displace (bump) hourly bookings and hourly bookings may bump scheduled or unscheduled open ride time.

2.3.3 New event bookings may bump scheduled events if the new events have multiple event dates and/or present a significant financial benefit and revenue generating potential to the Equestrian Park.

2.3.4 Established notification protocol will be followed resulting from a bumping of schedules and events. Rebooking and rescheduling will be done in a manner to most satisfactorily accommodate the affected parties.

2.4 BOARDING / STALL RENTAL

2.4.1 Horse stalls rentals are on a first-come, first-served basis.

2.4.2 When demand exceeds stall availability, a waiting list will be maintained by the Equestrian Park for individuals wishing to rent horse stalls.

2.4.3 Stall rental fees are due on the first of each month. A ten (10) day grace period will be granted, after which a \$25 late fee will be assessed to the monthly rental fee.

2.4.4 A \$20 deposit is required on stalls made available to renters, but not immediately occupied. Deposits are non-refundable.

2.4.5 Stall rental agreements may be terminated upon fifteen (15) days written notice. If notice is received at the Equestrian Park Office surpassing the mid-month point, the renter is responsible for the full month's fee.