



Otero County Fair Association

401 Fairgrounds Road
Alamogordo, NM 88310
575-434-0788

www.oterocountyfair.com

oterocountyfair@yahoo.com

Guy Warden Rodeo Arena Rental Form & Agreement

This agreement is made and entered into by and between _____,
representing _____
(hereinafter referred to as "lessee"), and the Otero County Fair Association (hereinafter referred
to as "lessor"), for use of the facilities indicated below, for the purpose indicated below.

APPLICANT INFORMATION:

Lessee Name (Organization):

Organization Contact Name:

Event Date(s)/Time(s):

Additional time needed for set-up and break down _____

<p>Organization Type: <i>(check all that apply)</i> <input type="checkbox"/> Rodeo <input type="checkbox"/> Roping <input type="checkbox"/> Equestrian</p> <p>Other: _____</p> <p><input type="checkbox"/> For-Profit Activity <input type="checkbox"/> Non-Profit Activity <input type="checkbox"/> Youth Activity</p>

Name of Event:

Address:

Contact person: _____

Phone: _____ Email: _____



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Please answer the following questions so the Otero County Fair Association may better serve your needs during your event:

- How many participants do you expect for the event? _____
- How many total people do you expect to attend the event? _____
- How many animal participants do you anticipate on the facility grounds during event?

4. Will your event be open to the public? YES _____ NO _____

5. Will you be charging any fees associated with your event? YES _____ NO _____
If yes, for what? _____

6. Will you have non-food vendors at your event? YES _____ NO _____
How many? _____ Size? _____

7. Will your event impact traffic? YES _____ NO _____
What street(s) will be impacted? _____

8. Will you need electrical connections? YES _____ NO _____
If yes, how many? _____ Where? _____

9. Do you plan on using shade or tent awnings? YES _____ NO _____
If yes, how are they secured? _____
How many? _____ Size(s)? _____

10. Will you be putting up signs or banners? YES _____ NO _____
If yes, how many? _____ Size(s)? _____
Where? _____

11. Does your event involve taking dogs off leash or secured line? YES _____ NO _____

12. Will Overnight Camping or stabling be required? YES _____ NO _____
(# of hookups available - _____ at \$25/day – 30 or 50 amp, # stalls available by arena _____ - @ \$ _____/night; _____ by practice arena @ \$ _____/night)

13. How many times will you need the arena dragged? _____

14. Will you be requiring restroom/port-a-potty services? YES _____ NO _____ a. Will you be providing this service? YES _____ NO _____
b. If circled YES which vendor will you be using? _____

15. Will you be requiring garbage disposal services? YES _____ NO _____ a. Will you be providing this service? YES _____ NO _____
b. If circled YES which vendor will you be using? _____

16. Will you be requiring Security? YES _____ NO _____ a. Will you be providing this service? YES _____ NO _____
b. If circled YES which vendor will you be using? _____



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If you are requiring any of items listed in #14-#16, Lessor is required to use the Preferred Vendor listed on the attached sheet (Refer to Appendix 1.)

RESERVATION INFORMATION:

- Reservations are to be made by completing this Rental Form and Agreement along with submitting the Damage and Compliance Deposit. Forms can be emailed, mailed or dropped off in person from 2 pm to 5 pm weekdays at the Otero County Fair Association Office, 401 Fairgrounds Road, Alamogordo, NM 88310. Deposit can be paid by debit card, credit card or by check payable to "Otero County Fair Association".
- 50 % of the total rental fee is due upon the date of reservation with the balance due within thirty (30) days prior to the event date. Event dates will not be scheduled until the Rental Agreement is signed, submitted and deposit is made.
- An additional minimum Damage and Compliance deposit of **\$500** is required. This deposit will be returned approximately 5-7 business days after your event if the facility is returned to its original condition, arrival/departure of facility was completed within the hours scheduled. If any rules or regulations are violated, part or all the deposit may be forfeited. Lessee shall be liable to the Otero County Fair Association and the County of Otero for any damage to the premises due to the lessee's use of the facilities. Lessee is liable for any and all damages done by guests in any area of the Fairgrounds.
- Lessee will indemnify and hold harmless the Otero County Fair Association, City of Alamogordo and Otero County from any and all claims and liability for any damage or injury to persons and/or property arising from the renter's negligence or misuse in or about the premises during the period of use. The Otero County Fair Association, City of Alamogordo and Otero County will not be responsible for items left or stored at the Otero County Fairgrounds.
- Lessee agrees that keys will not be given to anyone besides the authorized representative of the renter. Keys will be signed out prior to the event and returned after the event to an official representative of the Otero County Fair Association.
- Any changes made to the rental information, after the approval is issued, requires a written request to Otero County Fair Association Rodeo Superintendent with a signed approval at least fourteen (14) days prior to the event date.
- There shall be no assignment of this rental agreement by lessee to any other entity without the express written consent to the lessor.
- Lessee shall submit a list of ALL vendors involved or present at the event no later than seven (7) days prior to event. A vendor constitutes any entity selling or providing goods or services



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separate from the event. There is a per vendor fee associated with any vendors selling or providing goods or services on the event grounds during the event.

RESERVATION INFORMATION (continued):

- ***ABSOLUTELY NO ALCOHOL VENDORS NOR ALCOHOLIC BEVERAGES** are allowed on the premises without prior written consent from Otero County Fair Association and Otero County. Failure of lessee to comply will result in the forfeiture by the lessee of all deposits paid under this agreement, loss of future privileges and are at the discretion of the Otero County Fair Association.
 - Food Vendors must apply for and obtain a Food Permit from the NM Environmental Department. If approved for sale of Alcoholic beverages, must comply with applicable NM State laws.
 - Lessor shall forfeit all deposits paid under this agreement by lessee if the facilities are not left in clean condition and in good repair as when lessee began to use facilities. Failure to comply may result in loss of future privileges.
 - There are set discounts for youth or non-profits groups; however, on a case-by-case basis, through a special request to OCFA, fees may be reduced accordingly.
- **Insurance** – All events are required to provide a certificate of Commercial General Liability Insurance, naming the Otero County Fair Association, City of Alamogordo and the Otero County as additional insureds, with limits of not less than two million dollars (\$2,000,000) general aggregate. Coverage must include Product Liability with the same limits herein described. Dates of use must be specified on the certificate of insurance.
- **Absolutely NO Otero County Fair Association equipment or property is to leave the Otero County Fairgrounds property premises or to be used by Lessee/Agents/Representatives without permission from the Otero County Fair Association.**
- **Emergency Medical Services**

Applicants Initials _____



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Cancellation and Refunds

- Cancellation must be in writing no later than sixty (60) days prior to reserved date.
- The deposit is non-refundable within sixty (60) days of reserved date. However, if applicant chooses to reschedule event for another date the deposit may at the Otero County Fair Association's discretion be applied to the new date.
- There will be a 10% administration fee of the total rental agreement amount deducted from the deposit for any cancellation of up to 60 days prior to the event.
- Otero County Fair Association reserves the right to cancel any event, or close the facility to use, if weather or safety conditions make use of facility hazardous to the user, the public or is potentially damaging to the facility.

Applicants Initials _____

RULES AND REGULATIONS:

- All rental rates, a copy of certificate of liability insurance, and food permit for food vendors are due no less than seven (7) days prior to use of the facilities by lessee.
- All food vendors will be required to obtain a food permit and provide a copy of the food permit to the Otero County Fair Association as well as follow all New Mexico Environmental Department guidelines for food service.
- ***ABSOLUTELY NO ALCOHOL VENDORS NOR ALCOHOLIC BEVERAGES** are allowed on the premises without prior written consent from Otero County Fair Association and Otero County Manager. Failure of lessee to comply will result in the forfeiture by the lessee of all deposits paid under this agreement, loss of future privileges and are at the discretion of the Otero County Fair Association.
- No security personnel shall be furnished by the lessor (Otero County Fair Association).
- Lessor may retain all deposits paid under this agreement by lessee if the facilities are not left in clean condition and in good repair as when lessee began to use facilities. Failure to comply may result in loss of future privileges.
- Lessor reserves the right to cancel this agreement, within thirty (30) days' notice to lessee, for required maintenance, or misrepresentation by any representative of lessee.
- Otero County Fairgrounds is a multi-use facility which also includes covered and uncovered areas. Multiple user groups may be using the fairgrounds at the same time. Please be courteous to others who may be using the fairgrounds at the same time as your event.



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- The Otero County Fairgrounds may be reserved up to a year in advance of the date requested on a first come-first served basis. The Otero County Fair Association reserves the right to *request* a reservation event and/or date be moved, depending on the event, to accommodate for larger groups needing a multiple area rental.
- Lessee is responsible for complete cleanup of the facility and leaving the facility in good condition:
- No clean out of horse/livestock trailers in the parking area is allowed. Lessee must supply own garbage cans, dumpsters, or roll offs, which can be rented from a local vendor.
- Please clean up after your dogs and dispose of in proper areas (own garbage cans, dumpsters or roll offs).
- Please dispose of all used feed or bedding products in appropriate areas (own garbage cans, dumpsters or roll offs).
- Please dispose of all garbage in own garbage cans, dumpsters or roll offs.
- No additional material may be added to the footing of any of the arena.

RULES AND REGULATIONS (continued):

- Event apparatuses may be assembled the night prior to event, with approval, if they do not interfere with another event/renter.
- Dogs must always be on a leash, unless specific for a dog event on facility grounds.
- All individuals or organizations must understand that the Otero County Fair Association Events have priority over all arena events. If two individuals or organizations request arena for the same day, the first one with a signed rental agreement, and fully paid deposit will have precedence.
- PA Sound systems including music is allowed if it does not exceed 60db averages at the perimeter of the fairgrounds property lines or extend outside the hours of 8 am to 11:59 pm. Contact the Otero County Fair Association office for more information if you are concerned about this restriction.
- Direct costs and refundable damage/compliance fees apply. Direct costs include but are not limited to dumpsters and/or garbage clean up, portable toilets and Otero County Fair Association staff time required for any event.
- Personal BBQ's are allowed in parking areas only and only under favorable weather conditions (no use on RED FLAG DAYS).
- Otero County Fair Association requires that all advertising and flyers regarding events which are held on Otero County Fairgrounds property be submitted for approval prior to their release. Please allow up to fifteen (15) days for the approval process.



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- All attendees at events must comply with the Otero County Fair Association Rules and Regulations, directions and instructions given by the Otero County Fair Association or Fair Association representative(s).
- Failure to comply with, or any violation of rules may result in termination of your event or forfeiture of deposit(s).

Applicants Initials _____

GUY WARDEN RODEO ARENA FEE SCHEDULE:

All fees are per day use. (Does not include fees collected for Additional Items; see below, the fees for the Rodeo Arena still apply.)

RENTAL FEES*:

\$800 per day for Rodeo Arena - Includes one arena work-up and tractor work prior to event.

\$600 per day for Non-Profit Groups/Local Youth Groups – Rates may be adjusted at the discretion of Otero County Fair Association and/or Otero County Fair Association Rodeo Association. Documentation must be provided. Includes

\$500 - Damage and Compliance Deposit (mandatory charge)

\$200 Arena Concession Stand with \$500 deposit

\$125 local 4H group

\$75 per 4 hours Rodeo Arena - Practice Fee

Additional Items:

\$25 per RV hook up– sewer not included, power and water only – Dump station available on the fairgrounds facility.

\$15 per pen used overnight by Rodeo Arena

\$5 per outside stall

\$35 additional arena tractor work during the event

\$200 per day for additional tractor work



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\$35/hr. for Arena lights

*If Rodeo Arena is used for events charging admission to the event there will be an additional 5% of gross ticket sales or a minimum of \$500 whichever is greater.

Event Total Due \$ _____

(50% of this Total Due Amount is required for a deposit to hold requested date(s))

Deposit \$ _____

Balance Due \$ _____

ACCEPTANCE OF TERMS AND CONDITIONS

Under penalty of perjury, I (“Lessee”) declare that I have examined the rules above information and to the best of my knowledge and belief it is true, correct and complete. I understand the rules and regulations pertaining to the use of the Otero County Fair Association Guy Warden Rodeo Arena:

- (1) Lessee will be responsible for all injuries caused by such use;
- (2) Hours will be strictly observed and if time is extended beyond that specified, it is understood that additional charges may be necessary
- (3) Lessee shall be responsible for reimbursing the Otero County Fair Association for any loss or damage to the Otero County Fairgrounds/Fair Association property caused by such use.
- (4) In consideration of participation as specified at location shown on the above dates and times, Lessee does hereby release and hold harmless Otero County Fair Association and its staff or any Otero County Fair Association representative from any and all liability or claims for damage or injury to person or property of the undersigned due to Lessee’s use of said facility, by reason of any act or omission by the Otero County Fair Association, or any of its officers, agents or employees or the condition of its property
- (5) Otero County Fair Association is not responsible for any loose animal, or damage or injury caused by a loose animal
- (6) Otero County Fair Association is not responsible for any damage or theft of or stolen property
- (7) Alcohol sales will be determined on a per event basis; only alcohol purchased at the Otero County Fairgrounds may be consumed in designated areas;
- (8) No firearms*, explosives** or article deemed hazardous because of flammability or deemed hazardous or the like under any applicable environmental law, ordinance or regulation shall be brought into the complex. *Except those firearms used for Cowboy Mounted Shooting Events or Contract Acts or allowed by concealed carry permit or carried by law enforcement personnel.



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Appendix 1: Preferred Vendors*

Type of Service Provided	Vendor	Phone #	Address		Preferred Vendor*
Garbage Disposal	Southwest Disposal	575-434-1109	1350 Lavelle Rd, Alamogordo, NM 88310		Y
Portable Toilets	Chapparal Sanitation				

- Preferred Vendor = Lessor/Renter is required to use the Preferred Vendor as for the type of service listed above, as they are the official service provider for that type of service for the fairgrounds.

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