



*A Community Partnership between the City of Sparks,  
the Reno Rodeo Foundation and the Reno Rodeo Association*

## **Sparks Horseman's Park and Gandolfo Rodeo Arena**

Rules, Regulations, and Fees

Sparks Horseman's Park and Gandolfo Rodeo Arena  
2200 Loop Road  
Sparks, NV 89431

*On behalf of the Reno Rodeo Foundation and the City of Sparks*

*All inquiries should be addressed to:*

Reno Rodeo Association  
Mailing Address P.O. Box 12335  
Reno, NV 89510  
(775) 329-3877 ext. 102  
[info@renorodeo.com](mailto:info@renorodeo.com)

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## **WELCOME**

In February 2013, the Reno Rodeo Foundation signed a lease to operate and maintain the City of Sparks Horseman's Park and the Gandolfo Rodeo Arena located at 2200 Loop Road. The Reno Rodeo Association currently manages and operates the facility through a Memorandum of Understanding approved by the Reno Rodeo Foundation and the City of Sparks.

We welcome events that:

- Enhance and enrich the lives of children and families in Northern Nevada, especially those with extraordinary needs;
- Promote the sport of Rodeo and other related equestrian/agriculture events;
- Support western heritage and western traditions.

The Sparks Horseman's Park and the Gandolfo Rodeo Arena is primarily operated by Reno Rodeo Association volunteers. Management and operation of the facility is handled by the Reno Rodeo Association under a Memorandum of Understanding between the Reno Rodeo Foundation and the City of Sparks.

## **HOW TO RESERVE THE SPARKS HORSEMAN'S PARK AND GANDOLFO RODEO ARENA**

### ***Making a Reservation***

Requests for a reservation can be made at any time by completing the online reservation form found online at [www.RenoRodeoFoundation.org](http://www.RenoRodeoFoundation.org) under Partnerships, Gandolfo Rodeo Arena or by completing the form at the end of this booklet. If you have trouble accessing the online reservation form, please contact us at (775) 329-3877, ext 102.

All events will be scheduled based on the following criteria:

- The Host Organization must be a non-profit agency in good standing with the IRS OR, if you are a commercial entity, have a Sparks Business License.
- The Host Organization must be in good standing with the Reno Rodeo Association, the Reno Rodeo Foundation and the City of Sparks Parks and Recreation Department.
- A request has been made through the Reno Rodeo Foundation approved reservation form, and is accompanied by a deposit to the Reno Rodeo Association.

The requested event may be pre-booked up to one (1) year in advance, on a first come, first served basis.

The following conditions apply to all reservations:

A signed contract, proof of liability insurance per the requirements listed below, and proof of tax exempt/non-profit status or a copy of a City of Sparks Business License for commercial entities must be received a minimum of 120 days in advance of event. Failure to do so could result in the cancellation of the requested reservation.

Reservation is only considered finalized once a contract is signed by all parties and all deposits have been received by the Reno Rodeo Association.

### ***Do I need a Special Event Permit from the City of Sparks?***

A Special Event is an event using any public venue in the City of Sparks, including Sparks Horseman's Park and

Gandolfo Rodeo Arena. These events have a “High Impact” on the community surrounding the venue site, which could include road closures, safety concerns, fireworks, or vendors. A Special Event has more than 250 participants.



**All events with over 250 people and/or events that are considered “High Impact” must complete the City of Sparks Special Event Application and meet with city staff (coordinated by the Special Event Supervisor). If it is determined that the event requires city services, the Host Organization will be billed directly by the City of Sparks IN ADDITION TO all deposits and fees associated with renting the facility from the Reno Rodeo Association.**

Application Details: <http://form.jotform.us/form/51186749040153>

The application needs to be completed at least 120 days prior to the event; deposit and permitting fees will be collected at that time to begin the event permitting process. The application goes to the Special Events Office in the Parks and Recreation Department at 98 Richards Way. **Please note that all events must hold a current City of Sparks business license or be associated with a legitimate non-profit organization with a 501 (c) (3) status letter.**

### ***Cancellation Policy***

A reservation may be cancelled without penalty (refund of fees paid) no later than 120 days prior to the event. After that time, cancellations will be subject to forfeiture of fees paid. Cancellations must be in writing and mailed to the Reno Rodeo Association via certified/return receipt mail.

The Reno Rodeo Association has the right to refund or reschedule, at their discretion, any event due to inclement weather or unforeseen conditions should the facility be deemed unusable as determined by the Reno Rodeo Association.

The Reno Rodeo Association has the right to cancel any event found to be illegal or offensive to community standards, or in the best interest of the Sparks Horseman’s Park and Gandolfo Rodeo Arena.



*The Sparks Horseman’s Park and Gandolfo Rodeo Arena is a designated staging area for emergency equipment. If a State of Emergency is declared, all scheduled events will be cancelled without notice.*

### ***Deposits/Billing***

A reservation deposit is due at the time the reservation is made. 50% of the total fee plus all refundable deposits must be paid in advance of the first day of the event. The remaining balance will be invoiced within 5 business days of the final day of the event.

Invoice due date is 10 business days from date of invoicing.

User has 7 days from receipt of Reno Rodeo Association invoice to dispute any charges, providing user completed a written walk through with a Reno Rodeo Association representative prior to vacating the facility on departure day. Disputes must be submitted in writing. No exceptions.

After the 7 day period all charges are deemed acceptable and payable.

A late fee of 5% of the total balance due for each 30 day period after the due date will be charged. After 60 days a late fee of 15% of the total balance will be added to the invoice. In addition, any collection fees incurred in association with the collection of monies owed will be added to the existing invoice.

If an account is not current, any future requests for use of Sparks Horseman’s Park and Gandolfo Rodeo Arena will be

denied.

Any invoice that is outstanding for more than 90 days will result in that group's revocation of existing and future permits and up to one year suspended usage of the facility, once fees are paid.

Returned checks will be handled through the Washoe County District Attorney's office. Note, it is a felony to issue checks with insufficient funds and is punishable under Nevada law. There will be a \$50 charge for all returned checks

Any discrepancies in invoices should be handled through the Reno Rodeo Association.

## **FACILITY RULES**

The following rules, regulations and conditions apply to the usage of the Sparks Horseman's Park and Gandolfo Rodeo Arena during all events. Please read and review with all participants for your event.

Reno Rodeo Association reserves the right to take necessary actions to protect public health and safety, as related to the usage of Sparks Horseman's Park and Gandolfo Rodeo Arena during events. Please refer to all posted rules and signs at the Sparks Horseman's Park and Gandolfo Rodeo Arena facility for your safety.

*Reno Rodeo Association representative reserves the right to remove any visitor(s) for violation of any rule or regulation.*

### ***Facility Hours***

Facility hours are 6:00 a.m. to one hour prior to sundown. Any event outside said hours must have the express written approval of the Reno Rodeo Association.

Water is only available between April 1 – October 1. Events scheduled outside of these dates require additional approvals and may require additional services, including but not limited, the addition of portable toilets and hand washing stations at the expense of the Host Organization.

### ***Insurance and Indemnification/Hold Harmless Requirements***

#### ***Insurance***

Use of the facility requires commercial general liability insurance that names as additionally insured, the "Reno Rodeo Foundation", the "Reno Rodeo Association" and the "City of Sparks." Insurance coverage must be maintained for the duration of the event including setup and dismantle dates. Coverage must be \$1,000,000 minimum. Coverage of \$5,000,000 may be required depending upon the nature of the event.

The certificate of insurance must be received by the Reno Rodeo Association no later than 60 days prior to the first day of the event. Failure to provide the certificate of insurance will result in a cancellation of the requested reservation.



**Please submit the following language to your insurance carrier to ensure your certificate contains the correct endorsements:**

*HOST ORGANIZATION shall maintain coverage and limits no less than:*

*General Liability: \$1,000,000 (or amount customarily carried by HOST ORGANIZATION, whichever is greater) combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, the general aggregate limit shall be increased to equal twice the required occurrence limit.*

## *Other Insurance Provisions*

*The policies are to contain, or be endorsed to contain, the following provisions:*

### *1. General Liability and Automobile Liability Coverages*

- A. The Reno Rodeo Foundation, the Reno Rodeo Association and the City of Sparks, their respective officers, agents, employees, and volunteers are to be included as insureds in respects to damages and defense arising from: activities performed by or on behalf of HOST ORGANIZATION, including the insured's general supervision of HOST ORGANIZATION; products and completed operations of HOST ORGANIZATION; premises owned, occupied, or used by HOST ORGANIZATION; or automobiles owned, leased, hired, or borrowed by the HOST ORGANIZATION. The coverage shall contain no special limitations on the scope of protection afforded to the Reno Rodeo Foundation, the Reno Rodeo Association and the City of Sparks and their respective officers, agents, employees, or volunteers.*
- B. HOST ORGANIZATION's insurance coverage shall be Primary insurance as it relates to the Reno Rodeo Association and the City of Sparks and their respective officers, agents, employees, or volunteers. Any insurance or self-insurance maintained by the Reno Rodeo Association and the City of Sparks and their respective officers, agents, employees, or volunteers shall be excess of HOST ORGANIZATION's insurance and shall not contribute with it in any way.*
- C. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Reno Rodeo Association and the City of Sparks and their respective officers, agents, employees, or volunteers.*
- D. HOST ORGANIZATION's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.*

### *All Coverages*

*Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, or non-renewed by either HOST ORGANIZATION or by the insurer, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Reno Rodeo Association and the City of Sparks except for nonpayment of premium.*

### *Acceptability of Insurers*

*Insurance is to be placed with insurers with a Best's rating of no less than A-. The Reno Rodeo Association and the City of Sparks, with the approval of the Risk Manager, may accept coverage with carriers having lower Best's ratings upon review of financial information concerning HOST ORGANIZATION and insurance carrier. The Reno Rodeo Association and the City of Sparks reserve the right to require that HOST ORGANIZATION's insurer be a licensed and admitted insurer in the State of Nevada, or on the Insurance Commissioner's approved but not admitted list.*

### *Verification of Coverage*

*HOST ORGANIZATION shall furnish the Reno Rodeo Association and the City of Sparks with certificates of insurance and with original endorsements affecting coverage required by this contract. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the Reno Rodeo Association and the City of Sparks City before the event commences. The Reno Rodeo Association and the City of Sparks reserve the right to require complete certified copies of all required insurance policies at any time.*

*HOST ORGANIZATION must provide the following documents to Reno Rodeo Association [need mailing address here] 200,*

Initials \_\_\_\_\_

*Reno NV 89502. The Reno Rodeo Association will provide a copy of the certificate to the City of Sparks.*

*Certificate of Insurance. HOST ORGANIZATION must provide a Certificate of Insurance form to The Reno Rodeo Association and the City of Sparks to evidence the insurance policies and coverage required of HOST ORGANIZATION.*

*Additional Insured Endorsements. An original Additional Insured Endorsement, signed by an authorized insurance company representative, must be submitted to the Reno Rodeo Association and the City of Sparks, by attachment to the Certificate of Insurance, to evidence the endorsement of THE RENO RODEO ASSOCIATION and THE CITY OF SPARKS as additional insured.*

*Policy Cancellation Endorsement. Except for ten days notice for non-payment of premium, each insurance policy shall be endorsed to specify that without thirty (30) days prior written notice to the Reno Rodeo Association and the City of Sparks, the policy shall not be cancelled, non-renewal of coverage and/or limits reduced or materially altered, and shall provide that notices required by this paragraph shall be sent by certified mail to the address specified above. A copy of this signed endorsement must be attached to the Certificate of Insurance.*

### ***Indemnification and Release Forms***

All participants and attendees will need to sign an indemnification and hold harmless agreement at the time they enter the facility. These forms are available in the show office. A parent or legal guardian must sign for all minor children.

For public events, wherein tickets are sold, indemnification and hold-harmless language must be printed on the ticket.

### ***Animal Welfare***

Every animal shall, at all times, be treated humanely and with dignity, respect, and compassion. The standard by which conduct or treatment will be measured is that which a reasonable person, informed and experienced in generally accepted equine training and exhibition procedures or veterinary standards, would determine to be cruel, abusive or inhumane.

No events which violate any provision specified in NRS 574.100 and/or any city or county laws or ordinances may be held at the Sparks Horseman's Park and Gandolfo Rodeo Arena.

No horses are to be tied to trailers, fences, arena rails, or chain link fence overnight for any reason. Any horse found tied will be placed in a pen and the owner will be charged a fee.

The only animals allowed in Sparks Horseman's Park and Gandolfo Rodeo Arena are domestic animals and livestock. All dogs must be on a leash at all times and are not allowed to be unattended. No animals (except Seeing Eye dogs) are allowed in buildings. Dogs may not be left in vehicles.

Any mistreatment of animals will result in immediate suspension of the use of Sparks Horseman's Park and Gandolfo Rodeo Arena and notification to Washoe County Animal Control and the City of Sparks Police Department.

**The Reno Rodeo Association reserves the right to require an on-site or on-call veterinarian at the expense of the Host Organization.**

### ***Public Safety***

The carrying, possessing or discharging of any weapon, firearms, firecrackers, rockets, torpedoes, or other fireworks, air guns, slingshots, boomerangs, or martial arts paraphernalia within Sparks Horseman's Park and Gandolfo Rodeo

Arena is prohibited.

For events open to the public, the City of Sparks Special Events Office will determine the security/police, emergency medical services, fire and rescue requirements. These requirements are based on ability of City of Sparks City Services to provide appropriate level of service for the event without diminishing the day-to-day level of service to our citizens and visitors.

Factors that are considered:

- Crowd Size
- Crowd Density
- Limited Access
- Features of the event
- Past history of the event
- Availability of Alcohol
- Vendors

### ***Security Services***

Security officers, licensed by the State of Nevada, are required to be present per the following criteria:

- For day events with 250 or more attendees security must be on site for the duration of the event.
- Any event which spans multiple days, regardless of size, will also require security from one hour before sundown until 6:00 am.

Receipt for payment of private security needs to be given to Reno Rodeo Association 15 days prior to event. The Sparks Police Department has final authority to determine event security requirements. If the prescribed number of licensed private security guards are not provided, or prove to be inadequate, the Sparks Police Department maintains the right to shut down any or all components of the event/or to provide additional police services that will be billed directly to the Host Organization.

### ***R.E.M.S.A. Special Events Coverage***

The Reno Rodeo Association reserves the right to require onsite EMT/ALS Medical Services for events utilizing the facility at the expense of the Host Organization. Please review your insurance policy to see if there is a clause requiring that Advanced Lifesaving Support (ALS) Medical Services be onsite during your event.

*The following information has been copied from the R.E.M.S.A. website:*

<http://www.remsa-cf.com/ground-ops.html#SE>

*Regardless of the size, location or logistics of your event, the Professionals at REMSA can assist you in tailoring a cost-effective medical and emergency coverage service plan to meet your needs. Our event professionals are specialists in working with your event organizers from the early planning stages to the actual event.*

*For small or large events, REMSA can provide:*

- *Emergency Medical Technicians, paramedics, or registered nurses and physicians.*
- *Advanced life support or basic life support level care.*
- *Professionals on foot, bike, emergency medical carts and/or by ambulance to ensure your participants the most responsive and cost-effective care when seconds count.*
- *Stationery aid stations providing everything from first aid to physician level services.*

*Call us at (775) 353-0738 or email us at [seweb@remsa-cf.com](mailto:seweb@remsa-cf.com) to schedule coverage for your event.*



***Fire Safety and No Parking/Fire Lane Restrictions***

No Fires, BBQ's or open flames. Only gas grills may be used at the facility with proper permitting.

The Sparks Fire Department will designate No Parking Zones/ Fire Lanes to ensure public safety. Host Organization is responsible for complying with these rules and will be billed for towing services.

***Smoking***

The Reno Rodeo Sparks Horseman's Park and the Gandolfo Arena is a no smoking facility.

***Accessibility Plan***

The Host Organization is required to comply with all City, County, State and Federal Disability Access Requirements applicable to the event.

***Entertainment/Amplified Sound***

Excessively loud music from external or internal vehicle speakers or portable radios is prohibited. Excessively loud music is defined as music at a level that annoys other users or neighbors.

It is the Host Organizations responsibility to comply with all state, county and city laws and ordinances applicable to noise abatement.

***Parking, Access and Motorized Vehicles***

No motorized vehicles are allowed or permitted off roadways or in parking lots in the facility except with permission from the Reno Rodeo Association. Golf cart, bicycle and moped operators must adhere to all regulations governing motor vehicles

RV parking within Sparks Horseman's Park and Gandolfo Rodeo Arena may be available with authorization by the Reno Rodeo Association. Any vehicle left overnight that has not received prior approval may be cited and towed. A maximum of 4 days is permitted provided that the stay does not interfere with any scheduled events

***Food, Concessions and Vendors***

***Alcohol***

**Alcohol is not permitted at Sparks Horseman's Park and Gandolfo Rodeo Arena when minors are the primary attendees/participants, including, but not limited to, High School Rodeo, Junior Rodeo, Youth Equestrian Events, etc.**

If you would like to sell or furnish alcoholic beverages at your event you will need written permission from the Reno Rodeo Association AND you will be required to obtain a permit from the Sparks Police Department or Parks and Recreation Department depending on the venue. In many areas of the city, the public consumption of alcohol is illegal. The Special Event Permit you receive from the City of Sparks will likely prohibit the consumption of alcohol outside the permitted area. If your event includes the use of alcohol on city property, Liquor Liability Coverage must be included on your certificate of insurance.

***Food Vendors/Concession Stand***

**The Host Organization is REQUIRED to apply for a health permit if food or beverages are to be sold or given away during your event. A City of Sparks business license is also required if items are being sold.**

Guidelines for food at the facility are provided by the Washoe County Health Department.

[http://www.washoecounty.us/health/ehs/tf\\_requires.html](http://www.washoecounty.us/health/ehs/tf_requires.html)

These guidelines should assist the Host Organization in developing plans for food handling, preparation and distribution in the most responsible and legal manner. Host Organization is ultimately responsible for any outside food vendors and/or concessionaires. A site-map showing the placement of food vendors must be provided to ensure compliance with fire code. All vendors must also supply certificates of insurance and copies of City of Sparks Business Licenses.

### ***Vendors (Non-Food)***

Host Organization is responsible for providing a site-map showing the placement of non-food vendors to ensure compliance with fire code. All vendors must also supply certificates of insurance and copies of City of Sparks Business Licenses.

### ***Sanitation and Recycling***

#### ***Garbage Service***

Host Organization must properly dispose of garbage and waste and properly dispose of ALL animal feces and manure. A dumpster is onsite. Events that exceed capacity of the provided dumpster will need to make additional arrangements, at their own cost, for removal of garbage, waste and ALL animal feces and manure.

Should the host organization fail to leave the facility in clean condition, the Reno Rodeo Association will retain the full cleaning deposit AND bill the Host Organization any additional cost for cleanup and repair.

Refuse and trash cans will remain where the Reno Rodeo Association representative(s) position them. If special requests are needed, please see Reno Rodeo Association representative(s) prior to moving equipment,

Trenching, staking, or digging at the facility is prohibited.

#### ***Dust Control***

Host Organization is responsible for securing a water truck to maintain control of dust. Water is available on-site.

#### ***Restroom Facilities, Dump Station, and Portable Toilets/Handwashing Stations***

There are two restroom facilities on the property that are available April 1 – October 1. Events scheduled between October 2 – March 31 require portable toilets and handwashing stations. Events with anticipated attendance exceeding 250 people may require additional portable toilets and hand washing stations. Paid receipts for portable toilets must be provided 7 days prior to event.

A dump station is available on-site. Host Organization is responsible for maintaining the cleanliness around this area if it used by anyone attending the event.

#### ***Marketing and Public Relations***

Please ensure that you have approval to use the facility and have secured all special event permits before you begin to promote, market or advertise your event.

Banners, pennants, flags, signs, streamers, inflatable displays and similar devices are regulated by local ordinance. The number and location for these items must receive approval from the Reno Rodeo Association, and, if necessary, the City of Sparks.

#### ***Special Equipment***

The location of special equipment (i.e. concession stands, water trucks, etc.) requires prior approval by Reno Rodeo Association. Parking is permitted only in designated areas.

Equipment, including arena panels, water tubs, barricades, etc. may not be moved without prior authorization from the Reno Rodeo Association.

Host Organization must provide their own arena preparation equipment, including, drag, water truck, etc.

If generators are used, the user will ensure that installation of generators does not unreasonably disturb the community near the park with either noise or fumes. If you have specific questions contact the City of Sparks Parks and Recreation Department.

## **EVENT GUIDELINES**

### ***Event Manager and Arena Manager***

Show Office must be used as an office ONLY; no dispensing of food or drinks is allowed

All events are required to have an Event Manager and an Arena Manager.

Event Manager: Once keys are relinquished to the event manager, Reno Rodeo Association representative will NOT unlock gates, bathrooms, outbuildings, announcer's stands, etc. for those arriving for check-in. All use of on-site facilities becomes the responsibility of the Event Manager until the keys are again relinquished back to Reno Rodeo Association.

Additionally, the Event Manager is responsible for adhering to all rules, regulations and guidelines.

Arena Manager will be the designated person to communicate with the Reno Rodeo Association contact in regards to all arena maintenance issues for the event.

### ***Facility Keys***

Keys must be returned to the Reno Rodeo Association within 24 hours of the end of the event. Failure to return all keys to the facility will result in the Host Organization being charged to change all of the locks at the facility.

### ***Pre-Event and Post-Event Facility Walk Through***

The event manager must participate in a pre-event and post-event walk through with a representative from the Reno Rodeo Association. Pre-event and Post-Event walk-throughs are scheduled Monday – Friday between 10:00 am – 3:00 pm.

## CHARGES AND FEES

### Charges and Fees Defined

Park hours of operation are from 6:00 am to one hour prior to sundown.

### Fee Chart

	Community Rate (Non Profit)	Commercial Rate (For Profit)
<b>Arena Rental</b> <ul style="list-style-type: none"> <li>• Rodeo Arena</li> <li>• Chutes and Stock Pens</li> <li>• Roping Boxes/Roping Chutes</li> <li>• Team Sorting Arena – By Request</li> <li>• Cutting Arena – By Request</li> <li>• Timed Event Arena</li> <li>• Hillside Arena</li> <li>• Upper and Lower Parking Areas</li> <li>• Rodeo Arena Announcer's Stand</li> <li>• Timed Event Announcer's Stand</li> <li>• Restrooms</li> <li>• Bleachers</li> <li>• Covered Picnic Area</li> </ul>	<u><b>Weekend and Holiday Rate</b></u> Friday, Saturday, Sunday and Holidays <b>\$250 per day</b> 6:00 am – 1 hour before sunset  <u><b>Weekday Rate</b></u> Full Day Monday – Thursday <b>\$150 per full day</b> 6:00 am – 1 hour before sunset	<u><b>Weekend and Holiday Rate</b></u> Friday, Saturday, Sunday and Holidays <b>\$500 per day</b> 6:00 am – 1 hour before sunset  <u><b>Weekday Rate</b></u> Full Day Monday – Thursday <b>\$300 per full day</b> 6:00 am – 1 hour before sunset
Security/Damage/Cleaning Deposit	\$500 Minimum	\$1,000 Minimum
Additional Cleaning Deposit	May apply for large events - TBD	May apply for large events - TBD
<b>Set Up or Tear Down</b> Half Day Fee 6:00 am – 2:00 pm Full Day Fee 6:00 am – 1 hour before sunset	\$25 per half day \$50 per full day	\$25 per half day \$50 per full day
Overnight Dry Camping and/or Layover Pens (Non-Event)	\$10 per night per trailer and/or per horse	\$10 per night per trailer and/or per horse
Livestock Pens (Non-Event) Per truckload of livestock	\$100 per 24 hour period	\$100 per 24 hour period
Concession Area and BBQ	\$25 per day	\$25 per day
Overtime Charge Events going past the 6:00 am to one hour before sunset rental time.	\$50 per Hour + cost of lights and generators	\$50 per Hour + cost of lights and generators

# SPARKS HORSEMAN'S PARK AND GANDOLFO RODEO ARENA RESERVATION REQUEST FORM

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Billing Address

\_\_\_\_\_  
Name of Show/Event

\_\_\_\_\_ Contact Person \_\_\_\_\_ Contact Telephone

\_\_\_\_\_  
Email Address

Is your organization a non-profit?  Yes  No Non-Profit Tax ID Number \_\_\_\_\_

\_\_\_\_\_  
Sanctioning Body (if applicable)

Is this event open to the public?  Yes  No    Number of Participants Expected \_\_\_\_\_    Number of Spectators \_\_\_\_\_

Are you planning to sell or distribute food or beverages?  Yes  No    Are you planning to charge admission?  Yes  No

Are you planning to sell or distribute alcohol?  Yes  No    Are you planning to have food vendors?  Yes  No

Are you planning to have non-food vendors?  Yes  No    Are you planning to have amplified sound/PA system?  Yes  No

Would you like to offer your participants "Dry" overnight camping?  Yes  No  
*An additional per trailer/per night fee, due to the Reno Rodeo Association, may apply*

**Areas Requested:**

- Full Facility Rental  Overnight/Layover Pen (NON EVENT)
- Concession Stand/BBQ Area  Livestock Pens 24 Hours (NON EVENT)
- Horse Pens # \_\_\_\_\_

Show/Event Date(s)		Start Time		End Time	
Set Up/Check In Date	Time	Tear Down/Check Out Date	Time		

I have read and agree to the information in the Sparks Horseman's Park and Gandolfo Rodeo Arena 2014 Rules, Regulations and Fees booklet and initialed each page where indicated. I understand that an event is not confirmed until a contract is signed with RRF. Upon receipt of this form, my requested dates will be held for 10 business days.

\_\_\_\_\_  
Event Representative \_\_\_\_\_ Date

Please return this form, the initialed copy of the Sparks Horseman's Park and Gandolfo Rodeo Arena 2014 Rules, Regulations and Fees booklet, and the \$200 deposit to complete your reservation.

Credit Card Type:  Visa     MasterCard     American Express

Credit Card Number \_\_\_\_\_ Exp. \_\_\_\_\_

CVC 3 Digit Code \_\_\_\_\_ Signature \_\_\_\_\_

Fax: (775) 329-4625 OR Email: info@renorodeo.com