



**OPA-ETC Facility Rental Application  
Mara Brandman Horse Arena,  
Equestrian Facility and Event Center**

*Your event must be at least 45 days from the day you submit the application in order for it to be processed. Use of facility is by permission which may be withheld for any reason. Reservation is not guaranteed until you receive written notification.*

Please type or print neatly.

The adult representative/primary contact of the organization must be the person responsible for the event, the first person to arrive the day of the event, and the person who will be on site for the entire event.

Date of application: \_\_\_\_\_

Primary event contact: \_\_\_\_\_

Primary event contact e-mail address: \_\_\_\_\_

Primary contact mailing address: \_\_\_\_\_

Primary contact phone number: \_\_\_\_\_ Cell: \_\_\_\_\_

*You must provide a primary and secondary event contact for your event.*

Secondary event contact name: \_\_\_\_\_

Secondary event contact e-mail address: \_\_\_\_\_

Secondary contact mailing address: \_\_\_\_\_

Secondary contact phone number: \_\_\_\_\_ Cell: \_\_\_\_\_

First time event holders will need to provide three references that will be checked in order to process your application.

References (include name, relationship to person or company, email address and phone number)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Organization(s) sponsoring/putting on event: \_\_\_\_\_

Tax or nonprofit ID number: \_\_\_\_\_

Name of event: \_\_\_\_\_

Description of event: \_\_\_\_\_

Event/Organization Web site: \_\_\_\_\_

Event date requested: \_\_\_\_\_ Event Time: From \_\_\_\_\_ From To \_\_\_\_\_

Projected event attendance: \_\_\_\_\_ Projected number of participants \_\_\_\_\_

Area(s) desired:  Show arena  Warm-up arena  Round pens  All

Will you?  Sell alcohol  Give alcohol away  No alcohol involved

Will you sell merchandise?  Yes  No Will you have airborne objects at your event?  Yes  No

Will you have amplified music at your event?  Yes  No

Will you need to set up the day before your event?  Yes  No

*Additional fees apply for use of the venue the day before your event.*

Will you need to break down the day after your event?  Yes  No

*Additional fees apply for use of the venue the day after your event.*

Parking and traffic plan (for events exceeding 100 attendees) : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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### Insurance

A minimum of \$1,000,000 in liability coverage is required for attendance up to 100 persons. Events with higher risk levels will require additional insurance coverage. Before final approval, you will need to submit a certificate of insurance and endorsement to your commercial general liability policy that names as additional insured, OPA-ETC. The name of the insured on the certificate/endorsement you submit must match the name of the host organization.

Please attach 1) a \$50.00 non-refundable check (applied to rental), made payable to OPA-ETC, 2) the application, 3) the agreement 4) IRS determination letter (for nonprofits) and mail for processing to:

OPA-ETC  
3419 E. Chapman Ave  
Suite 480  
Orange, CA 92869

Thank you. We will be in contact with you within seven days of receiving your rental application. If approved, you will be notified of the balance due and date due. Fees are posted on the website. Nonprofit rate is granted at the sole discretion of the board.

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### OFFICE USE ONLY

Today's Date \_\_\_\_\_ Deposit \$ \_\_\_\_\_ Emp Initials \_\_\_\_\_

Payment: Cash \_\_\_\_\_ Check# \_\_\_\_\_ Credit Card \_\_\_\_\_

Total Payment Due Date \_\_\_\_\_ Balance Due \$ \_\_\_\_\_ Date Received \_\_\_\_\_

Payment: Cash \_\_\_\_\_ Check# \_\_\_\_\_ Credit Card \_\_\_\_\_

