



**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) : _____

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.

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 _____



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

By signing below, you 1) certify that all information provided on the attached application dated _____ is true and correct and 2) agree to abide by the following terms and conditions.

1. Renter agrees to pay *Security/Cleaning Deposit of \$100.00* which will be refunded to the renter within 5 days of the conclusion of the event, provided that there is no damage to the facility and that it was returned to the condition in which it was found at the start of the usage.
2. Renter agrees to provide a certificate of insurance and endorsement to renter's commercial general liability policy that names as additional insured, OPA-ETC.
3. OPA-ETC is not responsible for loss or damage to any property.
4. All trash must be placed in appropriate receptacles.
5. All outside entertainment and vendors must be pre-approved.
6. All merchandise (flowers, CDs, t-shirts, etc.) sales by renter will be assessed a 10% fee of gross sales for a "non-profit" and 20% fee of gross sales for a "for profit" organization.
7. All vendors must apply through and be approved by OPA-ETC (application is available on the website). OPA-ETC will retain 25% of the vendor fee and Renter will receive 75%.
8. Full payment is due 30 days prior to your event.
9. Any cancellation after that date that is not rescheduled will forfeit 75% of rental fee.
10. Any cancellation within the 30 days that is rescheduled will pay a \$50 rescheduling fee.

TERMINATION: OPA-ETC may terminate this agreement immediately upon serving written notice to the Sponsor/Organization if there is default by the Sponsor/Organization under any provision of the agreement, and the Sponsor/Organization shall have failed to completely resolve the default within five days after being given notice by OPA-ETC. If notice is served less than six days prior to the event, the Agreement will terminate prior to the rental period, unless the default is completely resolved prior to the rental period.

The sponsor/organization agrees to indemnify, save and hold harmless OPA-ETC, JMI and its affiliates, their owners, agents, officers, employees and volunteers, from and against any and all costs, losses, diminutions in value, damages, liabilities, or expenses, without duplication, including, without limitation, reasonable attorneys' fees and all amounts paid for investigation, defense or settlement of any of the foregoing to the extent such costs, losses, diminutions in value, damages, liabilities or expenses are arising out of or resulting from Sponsor/Organization's actions or the event put on by the Sponsor/Organization.

All revisions, changes, additions to any terms of this agreement must be in writing and approved in writing and dated by all parties. The signature below indicates that the sponsor/organization has reviewed and agrees to the conditions and restrictions in this agreement.

Primary event contact signature

Date

Primary contact date of birth (MM/DD/YYYY)

Social Security Number

Secondary event contact signature

Date

Secondary contact date of birth (MM/DD/YYYY)

Social Security Number