



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

<http://OPA-ETC.org>

*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 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 \_\_\_\_\_ 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. N/A*

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 or over 100 persons, 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, Milan Capital Management. 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 agreement 3) IRS determination letter (for non-profits) and mail for processing to:

OPA-ETC

**Attention: Arena Events Coordinator**

P.O. Box 2432

Orange, CA 92859

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 fees and date due. Non-profit rate may be granted at the sole discretion of the OPA-ETC. - Board.  
September You have already been reserved

### OFFICE USE ONLY

Today's Date \_\_\_\_\_ Total Due \$ \_\_\_\_\_ OPA-ETC/Rep. Initials \_\_\_\_\_

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

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

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

**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** . (more may be requested depending on size and type of use of event) 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, Milan Capital Management-land owners, OPA-ETC., and, all of those mentioned, their affiliates, agents, officers, employees and volunteers.
- 3. OPA-ETC is not responsible for loss or damage to any property. X \_\_\_\_\_
- 4. All trash must be placed in appropriate receptacles. X \_\_\_\_\_
- 5. All outside entertainment and vendors must be pre-approved. . X\_\_NA\_\_\_\_\_
- 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. x\_NA\_\_\_\_\_
- 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%. . \_\_NA\_\_\_\_\_
- 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, Milan Capital Management-land owners, or JMI, their affiliates, 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. Below signatures may only be signed by contacts over 21 yrs of age.

X \_\_\_\_\_ X \_\_\_\_\_  
Primary event contact signature Date

X \_\_\_\_\_ X \_\_\_\_\_  
Secondary event contact signature Date