



ARENA RESERVATION FORM - small group

<i>Anticipated Fees</i>	
<i>Internal use only</i>	
A/R Account #:	_____
Per Day Use Fee:	\$_____
Concession:	\$_____
Sales Tax:	\$_____
Antic. Total	\$_____

Event Name: _____
 Type of Event: _____
 Event Dates: _____ Time: From _____ To _____
 Set-up/Clean-up Dates: _____ Time: From _____ To _____
 # of anticipated attendees for event: Total: _____ Per Day: _____

Applicant Information

Organization Information (if applicable)

Name: _____

Name: _____

Email: _____

Email: _____

Mailing Address: _____

Mailing Address: _____

Phone #: _____

Phone #: _____

Overview of Fees:

Reservation fee

Check one

Group event less than 50 people	\$25.00	<input type="checkbox"/> _____
Group event with Livestock	\$100.00	<input type="checkbox"/> _____
Youth Community Event (over 50 people)	\$250.00	<input type="checkbox"/> _____

- \$25 reservation fee.
- \$50 restroom opened (apply to Groups <50 and Groups with Livestock only)
- \$125 Concession opened (applies to Youth Community Event)
- 6% State Sales Tax on use fees (not on Security Deposit)

Check this box if you will be using the Concession Area –

Total Due to Reserve Arena: _____

I hereby certify the above statements to be true, complete and correct to the best of my knowledge.

Signature of Person Reserving Arena: _____

Guidelines for Small Group Reservations

Memo from Tom Hellen PW Director to City Council on April 25, 2011

At the April 12, 2011 Parks & Lands Board meeting a decision was held regarding the use of the Multi-use arena by smaller groups. The following is an outline of the recommendations by the board.

Groups of less than 50:

A reservation is required (no more than 30 days in advance) with a \$25 reservation fee.

No animals

No additional amenities (restrooms opened for \$50)

Clean-up of trash

A responsible party to sign the reservation form

Groups with Livestock:

A reservation is required (no more than 30 days in advance) with a \$100 reservation fee.

Maximum of 10 animals/livestock

No additional amenities (restrooms opened for \$50)

Clean-up of trash and manure

A responsible party to sign the reservation form

Youth Community Events (4H, High School) over 50 attendees:

A reservation is required (no more than 30 days in advance) with a \$250 reservation fee.

Restrooms are opened

Clean-up of trash and manure

Concession opened for \$125

A responsible party to sign the reservation form

The thought with the Rodeo Grounds is we need a separate ordinance to cover these policies as this is different than a grass park. It is also recommended that these smaller groups be limited to Monday – Thursday unless there is no larger event planned. This is a discussion needed from Council with regards to the 30 day advance requirement. The fee for the Youth Community Events is reducing by half the reservation fees for ticketed events. Council discussion on this is also needed.