

# HAILEY EVENT ARENA

AT WERTHHEIMER PARK



RENTAL GUIDE





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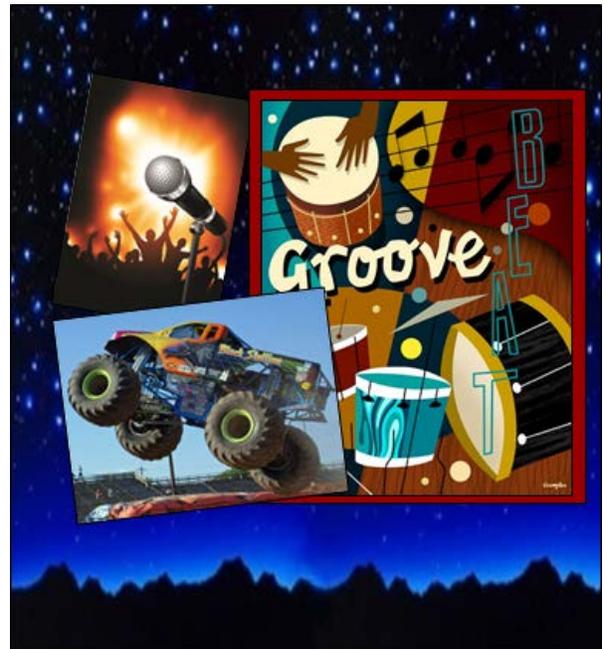
**For more information contact:**  
Stephanie Cook  
(208) 788-9830, ext. 31  
[stephanie.cook@haileycityhall.org](mailto:stephanie.cook@haileycityhall.org)

## GENERAL INFORMATION

The Hailey Arena is a medium-sized event and entertainment facility hosting up to 3,500 patrons for equine events, tournaments, concerts, motor sports, obstacle course competitions and diverse fairs, festivals and carnivals. The venue is fully gated for ticketed events, and includes an event office and ticket window for on-site ticket sales.

Amenities include bleacher seating for 3,500 (event producers may opt to provide temporary arena flooring for additional seating capacity at ground level; arena floor is approximately 30,000 square feet); two equipped concessions areas; two full banks of restrooms; general arena lighting; and electrical power to accommodate large amplified events.

With its scenic and convenient outdoor location in the heart of Idaho, the Hailey Arena is the perfect setting for any event. Cool autumn days or starry summer nights – the choice is yours. Available year round, events are only limited by the imagination. Patrons may also enjoy the variety of dining, lodging and shopping in downtown Hailey, all within walking distance of the Hailey Arena.





## RENTAL PROCESS

### Hold Dates and the Application

1. Three months in advance of your event, call our Arena Event Coordinator to tell us about your event, check arena availability and request hold dates.
2. Fill out the Hailey Arena Rental Application and Agreement; set a time with the Arena Event Coordinator to go over the application in advance.
3. Two months in advance, submit the completed application, the application fee, the deposit and 50% of the rental fees. Your dates cannot be confirmed without all of these items, and the hold on your dates will be released if these items are not received two months prior to your event. This allows the City of Hailey adequate time to rent the facility to another party.

### City of Hailey Review and Approval

4. Various city departments review and preliminarily approve your application. More information may be requested from you at this stage. Submitting a thorough application will make the process more efficient.
5. Once approved by the departments, the City Council reviews and approves your application at the next available council meeting date. Generally, the council meets twice per month.
6. The Arena Event Coordinator will let you know when your application is approved.

### Final Payment and Pre-Event Meeting

7. No later than 21 days prior to your event, pay the remaining 50% of fees.
8. No later than one week before your event, attend a final, pre-event meeting, on-site with city staff.

### Reservation and Cancellation Policy

Lessee may request a hold on Arena event dates; dates will be held until 60 days prior to the event date, but are not confirmed. To confirm dates, a Hailey Arena Rental Application and Agreement must be filed along with the security deposit, the application fee, and 50% of the rental fees 60 days prior to the event. All remaining fees due (except those fees which may be billed during the event) must be paid no later than 21 days prior to the event.

If Lessee cancels the event between 60 days and 21 days prior to the event, the application fee and 50% of the deposit – or the application fee and rental fees paid to date, whichever is less – shall be forfeited by the Lessee. If Lessee cancels within 21 days of the event, the application fee and 100% of the deposit – or the application fee and rental fees paid to date, whichever is less – shall be forfeited by the Lessee.



## FEE SCHEDULE AND FEE DETAILS

	One Time Fee
Event Application Fee	\$150.00
	Daily Rates
Set-up and Tear-down Days	500.00
One-day Event Fee	1,500.00
Multi-day Event Fee	1,250.00
Concession A	125.00
Concession B	125.00
Livestock / Animals	300.00
Exclusive Advertising Rights	250.00
Alcohol Beverage Catering Permit	20.00
	Special Daily Rates
First-time Event, < 500 Attendees	750.00
Discount for 501 (c) (3) Organizations	50%
Youth Events	Waived
	Deposit
Security and Cleaning Deposit	1,000.00
	Additional Services
Event Security Officers	\$45/hour
Arena Prep, Setup and/or Teardown Support	\$35/hour
Miscellaneous Services	\$35/hour

### Fee Details

#### Arena Event Application Fee

Includes:

- Administrative costs of processing application

#### Arena Rental Fee

Includes:

- Arena walkthrough and orientation
- Exclusive use of arena seating, arena surface, announcer booth, restrooms and parking
- Bleacher and paved surface cleaning post-event



- Daily restroom cleaning (event days and post-event)
- Restroom consumables
- Daily trash removal and final trash haul
- Concessions final cleaning sweep
- Utilities
- Two police officers for event security (event days)

### **Concessions**

#### **Includes:**

- Use of concessions space and equipment. Equipment includes refrigerator, BBQ, crockpots, hotplate and Dutch oven, cooking and serving utensils, tables, ice chests for drinks, Igloo drink dispenser cooler, basic cleaning supplies
- Consumables provided by event producer
- Daily cleaning by event producer
- Clean-up of all equipment, appliances, utensils, surfaces, etc., by event producer

### **Livestock/Animals**

#### **Includes:**

- One-time surface prep before event
- Pen access and pen cleaning
- Manure collection (pens only) and hauling (all done post-event)

### **Exclusive Advertising Rights**

#### **Includes:**

- Exclusive right to hang advertising or sponsor signage in the arena during the event

### **Alcohol Beverage Catering Permit**

#### **Includes:**

- Administrative costs of processing application
- Spot monitoring of alcohol sales on the premises

### **Amplified Sound Permit**

No fee permit.

- Hailey Police Department review of application.

### **Local Option Tax Permit**

No fee permit.

- If alcohol is sold, event producer must collect 2% tax and pay to the City.
- If food is sold, event producer must collect 1% tax and pay to the City.



## Security and Cleaning Deposit

### Covers:

- Security against damages beyond usual and customary wear and tear. Damages to be repaired by event producer post-event; if not repaired to original condition, city will complete repairs and deduct the cost of repairs from the security deposit, including labor, equipment and materials.
- Security against fees owing. Deposit will be held by the city until all fees associated with the event are paid, including fees billed post-event.
- Security against cleaning services required beyond the usual and customary services for bleacher, restroom, and paved surface cleaning post-event.
- Security against services required beyond the usual and customary services for manure cleanup and hauling.



## RENTAL STANDARD REQUIREMENTS

### 501 (c) 3 Documentation

All non-profit renters will need to provide proof of non-profit status.

### Insurance Requirements

During the event, the renter must maintain in full force and effect comprehensive liability insurance with not less than a combined single limit of one million dollars (\$1,000,000). Please refer to the Hailey Arena Rental Application and Agreement for all of the details about insurance coverage. A certificate of insurance meeting the City's requirements must be provided prior to your event.

### Exemption from Liability

The City is not liable for any injury or damage to person or property occurring within or about the Arena, unless caused by our own intentional acts. Please refer to the Hailey Arena Rental Application and Agreement for all of the details about the City's exemption from liability.

### Indemnification and Hold Harmless

The renter must agree to indemnify and hold the City harmless from and against any and all claims arising from the renter's use of the facility. Please refer to the Hailey Arena Rental Application and Agreement for all of the details about indemnification and hold harmless requirements.

### Security Deposit

If the renter defaults with respect to any provisions of the Hailey Arena Rental Application and Agreement, the City may use, apply or retain all or any part of the security deposit to cover our losses due to such a default. Please refer to the Hailey Arena Rental Application and Agreement for all of the details about the security deposit.

### Utilities and Cleaning

The City pays all charges for utilities, including electricity, water, sewer, and rubbish. The renter is responsible to place all trash and recyclable materials in receptacles or dumpsters on a daily basis. The renter is responsible to place any manure on the Arena floor into dumpsters as needed. The City will empty receptacles and dumpsters as needed (daily if required, or post-event). The City will clean the restrooms daily and post-event. The City will clean the bleachers and paved surfaces post-event. The renter will clean the concessions on a daily basis; the City will complete a final cleaning sweep of the concessions.



## **VENUE INFORMATION**

### **Arena Capacity**

Bleacher seating for 3,500.

### **Arena Floor Seating**

Optional, with temporary flooring provided by event producer.

### **Arena Dimensions**

Arena floor is 249' x 124' (30,876 square feet); gate access for placement of large equipment.

### **Lights**

Includes full arena lighting from above; seating and aisle lighting; and facility exterior lighting.

### **Power**

Electrical capacity to handle large, amplified events, including two 200-amp company switches (near northwest corner and near southeast corner). There are two duct banks for pulling temporary cables, one for line voltage, and one for low voltage, with a six-foot separation; the duct banks cross north-south, under the arena, approximately in the center. Each duct bank contains both 2" and 4" conduit, which terminate in pullboxes located under the bleachers on the north and south sides.

### **Stage**

A stage is available and can be delivered and assembled by City staff, billed at \$35/hr. The stage is six sections, 4' x 8' each, and is 26" tall. The event producer may provide a stage if desired.

### **Stage Lighting**

There is no stage lighting in the Hailey Arena. The event producer must provide stage lighting if desired.

### **Sound**

There is no sound system in the Hailey Arena. The event producer must provide any sound system desired.

### **Announcer's Booth**

At top center of east bleacher, approximately 100 square feet.

### **Restrooms**

Two full banks of restrooms, north and south side; includes men's, women's and family restrooms.



### **Concessions**

Concessions space available north and south side, approximately 400 square feet each. Partially equipped; event producer may choose to supplement with own equipment.

### **Event Office and Ticket Window**

Included in the Hailey Arena rental at no additional charge; event producer must provide own ticketing/box office system and services.

### **Parking**

On-site parking is limited and open to the public. Some additional parking available nearby. Large events may be required to secure off-site parking.

### **Fencing**

Fully fenced for ticketed events.

### **ADA Accessibility**

The arena was constructed in 2011; site and facility are ADA accessible. No distributed audio capability.



## **EVENT MARKETING AND PROMOTION**

### **Hailey Website Listing and Newsletter**

When you rent the Hailey Arena, your event will be placed on the City of Hailey website listing of events. In addition, you may provide us with flyers or postcards for your event to have on hand at City Hall. A flyer or postcard describing your event will help us give accurate information to any inquiries we may receive about your event.

The City publishes a monthly newsletter which is distributed to all account holders at the beginning of each month. When you rent the Hailey Arena, your event will be listed in the newsletter, so long as the information is received by the City well in advance. Newsletter timing may not work for every event.

### **Additional Marketing and Promotion**

Beyond the above items, advertising your event to the public is solely your responsibility. The City of Hailey does not create, provide or distribute any PR or advertising for renters through any outside resources.

In order for your event to be successful, please allow adequate planning, time, and resources for advertising and promotion.