

# WCCEC Reservation Checklist

## Due at time of reservation

- Completed **Facility Use Application** with Date(s) of event, specific arena's requested & estimate of number of stalls to be reserved.
- 25% Deposit of Arena Rental Fee
- Management Deposit \$100. Date the check for the date of the event.
- Signed copy of **Rules and Policies**
- Signed copy of **Facility Use Agreement**
- Request copies of WCCEC Membership form, **each non-member participant must sign.**
  - Or passage M and N, on page 2 of WCCEC Facility Use Agreement, may be added to Entry form, signed and forwarded to Center
  - A signed copy of either the Membership Form or Entry form with Liability Release must be on file for each participant prior to beginning of event.
- The above can be hand delivered or scanned and emailed to [fireweedalaska@gmail.com](mailto:fireweedalaska@gmail.com) or faxed:
  - Winter fax 770-1851, Summer fax 522-1652

## 2 weeks prior to event provide to Center:

- Certificate of Liability Insurance (min \$500,000) naming **Anchorage Horse Council, Inc** and **Municipality of Anchorage** as "separate insured". Fax to 522-1652
- Name and cell of designated adult remaining on grounds with any overnight horses
- Special requirements for event

## Prior to beginning of event:

- Copy of EIA of all horses, dated within 6 months of the date of the event
  - Also acceptable is complete access to Event Managers EIA records if arranged in advance
- A signed copy of one of the following for each participant, exhibitor, or handler:
  - Signed entry form with liability release passage M & N on page 2 of WCCEC Facility Use Agreement.
  - Or Signed **WCCEC Membership Form**

## After the Event provide to Council:

- List of participants
- Stall Deposit check for each stall left unclean

## After the event, Management Deposit will be return upon:

- Ensure arena, grounds, parking lot and all stalls used are locked, cleaned and all bedding, hay and manure removed
- All manure carts and tools are correctly emptied and returned
- Participants, guests and audience follow WCCEC "Rules and Policies"
- Receipt of EIA's for all horses if access to Event Manager records was not arranged
- Signed Waiver on Membership form for each participant
- Stall Deposits for any stalls left unclean