



Bill Hubiak, County Engineer  
PARKS AND PROGRAMS  
SITE PLANNING

399 Sam Ball Way - Henderson, Kentucky 42420  
Phone: (270) 844-4725  
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Theresa Childers, Coordinator  
PARKS & PROGRAMS  
270-844-4725

Reservation Secured By: \_\_\_\_\_

Contact Phone Number(s): \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_

Address of Responsible Party: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Requested Event Date(s): \_\_\_\_\_-thru \_\_\_\_\_ Requested Event Times: \_\_\_\_\_ - \_\_\_\_\_ (include set up and clean up times)

**Please select all areas and equipment that apply to your requested reservation:**

**(Freedom Park Shelters are first come first come serve)**

- Arena Only                       Arena/Announcer Booth                       Warm Up/Practice Arena                       Timer System                       Tractor
- Arena Implement                       Water Wagon                       Barrels (3 Plastic)                       Small Stall Pavilion                       Bending Poles/Bases (6)
- Portable Light Tower                       Barrels (3 Metal)                       Concessions (area only)                       Gravel Parking Area                       BBQ Pitts
- Hook-Ups (Limited Quantity)                       Grass Area                       Johnny Mathias Pavilion                       Exhibit Hall                       Pulling Track
- Basketball Court                       Full Facility
- Sandy Lee Watkins Park (please designate shelter) \_\_\_\_\_
- Baskett Recreation Park (please designate shelter) \_\_\_\_\_
- Charles Alexander Park (please designate shelter) \_\_\_\_\_

- **Additional permits will be required for large events – this form is the initial request for facility use**
- Payments, deposits, and proof certificate of insurance (when applicable) must be provided to the Parks Directors office 14 days prior to event date.
- Party reserving areas within a county park will be responsible for clean-up prior to leaving. Trash cans are made available.
- Party reserving areas within a county park will be held responsible for damages incurred to the facility during their reservation date/times; waived deposits do not relieve the party of total cost for any damages incurred at the facility or unreturned property
- Property belonging to reserving party must be removed by the end date of reservation or additional charges will be incurred.
- Party reserving for more than one day: during daylight hours must ensure *parking lot/arena lights* are turned off for conserving energy.
- Failure to abide by the above rental contract and/or Parks Rules, Arena Rules, Concession Rules, and Kentucky Department of Fish and Wildlife rules will result in loss of deposit and/or future use of the facility.
- Deposits may be mailed or picked up at the Parks & Programs Office following inspection of the facility and approval from Henderson County Parks & Programs management
- Party reserving areas of a county park should inspect the area prior to use and report any damages to either:
  - (270) 844-4725(Office)                      (270) 860-5544(Cell)
- **Event Liability Insurance certificate is mandatory for all permitted events (No Exceptions) and will need to include "Additional Insured" as follows: Henderson County Fiscal Court, Henderson Parks and Programs 399 Sam Ball Way Henderson, Ky. 42420**

**All Henderson County Parks and Programs Rules apply during any event reservation, unless otherwise approved through the permit process.**

I, \_\_\_\_\_, have received a copy of the Park, Arena/Livestock and Concession Rules, I agree to abide by all rules and regulations.

(Print responsible party name)

\_\_\_\_\_  
Signature of responsible party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Henderson County Parks & Programs

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Date

Deposit Paid    \$ \_\_\_\_\_                      Check Number \_\_\_\_\_                      Cash \_\_\_\_\_                      Initials \_\_\_\_\_

Reservation Paid \$ \_\_\_\_\_                      Check Number \_\_\_\_\_                      Cash \_\_\_\_\_                      Initials \_\_\_\_\_

Deposit Returned or Not Returned: Y / N    Date \_\_\_/\_\_\_/\_\_\_                      Responsible Party's Signature \_\_\_\_\_

If deposit is not returned provide reason: \_\_\_\_\_

Facility	Deposit	Fee per day
Arena Only	\$150.00	\$150.00
Arena With Announcer Booth	\$200.00	\$250.00
Warm Up Arena	\$50.00	\$50.00
Timer System	\$100.00	\$100.00
Tractor	\$100.00	\$100.00
Arena Implement	\$100.00	\$100.00
Water Wagon	\$100.00	\$100.00
Barrels (3 plastic)	\$50.00	\$10.00
Barrels (3 metal)	\$75.00	\$25.00
Pole Bending Poles/ Bases (6)	\$25.00	\$25.00
Jumps (6 wood sets)	\$25.00	\$25.00
Portable Light Tower	\$100.00	\$75.00
Hook-Ups (limited quantity)	\$25.00 (per trailer)	\$15.00 or \$40.00 weekend rate
Concessions	\$200.00	\$100.00
BBQ Pits *	\$25.00	\$20.00 per pit
Becks Pavilion	\$100.00	\$100.00
Large Show Pavilions Stall Rental	\$100.00	\$20.00 per stall
Johnny Mathias Pavilion	\$100.00	\$100.00
Farmers Market Pavilion (during off season and non-use)	\$100.00	\$100.00
Exhibit Hall	\$100.00	\$100.00
Grass Area (3 – available- FM field, Football Field, Horse Trailer Field)	\$100.00	\$75.00
Gravel Parking	\$100.00	\$50.00
Pulling Track and Facilities Parking	\$100.00	\$250.00
Basketball Court	\$20.00	\$20.00 per hour (Exclusive Use)
Fairgrounds – Full Facility Reserved – Exclusive Use – after 3:00 p.m.	\$200.00	\$1000.00
Meeting Room/Upstairs Concession	\$100.00	\$50.00
Sandy Lee Watkins Park – Chase Fulcher Community Building	\$100.00	\$200.00

\* Stainless steel flip grates are available please contact for additional details.

Weekly rates are available upon request

**The above charges and/ or deposits do not relieve the party of the total cost of damages incurred at the facility or unreturned property.**

**FAIRBOARD RENTALS WILL INCUR AN ADDITIONAL \$25.00 PER DAY CHARGE FOR KEYS NOT RETURNED BY NOON THE FOLLOWING BUSINESS DAY AFTER EVENT.**