



Bill Hubiak, County Engineer
PARKS AND PROGRAMS
SITE PLANNING

399 Sam Ball Way - Henderson, Kentucky 42420
Phone: (270) 826-8843
Fax: (270) 827-6036

Mitzi Weber, Administrator
PARKS AND PROGRAMS
DIRECTOR

Reservation Secured By: _____
Contact Phone Number(s): _____ Evening: _____ Cell: _____
Address of Responsible Party: _____
Description of Event: _____
Requested Event Date(s): ____/____/____ 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)**

- | | | | | |
|---|--|--|---|--|
| <input type="checkbox"/> Arena Only | <input type="checkbox"/> Arena/Announcer Booth | <input type="checkbox"/> Warm Up/Practice Arena | <input type="checkbox"/> Timer System | <input type="checkbox"/> Tractor |
| <input type="checkbox"/> Arena Implement | <input type="checkbox"/> Water Wagon | <input type="checkbox"/> Barrels (3 Plastic) | <input type="checkbox"/> Small Stall Pavilion | <input type="checkbox"/> Bending Poles/Bases (6) |
| <input type="checkbox"/> Portable Light Tower | <input type="checkbox"/> Barrels (3 Metal) | <input type="checkbox"/> Concessions (area only) | <input type="checkbox"/> Gravel Parking Area | <input type="checkbox"/> BBQ Pitts |
| <input type="checkbox"/> Hook-Ups (Limited Quantity) | <input type="checkbox"/> Grass Area | <input type="checkbox"/> Johnny Mathias Pavilion | <input type="checkbox"/> Exhibit Hall | <input type="checkbox"/> Pulling Track |
| <input type="checkbox"/> Basketball Court | | | | |
| <input type="checkbox"/> Sandy Lee Watkins Park (please designate shelter) | _____ | | | |
| <input type="checkbox"/> Baskett Recreation Park (please designate shelter) | _____ | | | |
| <input type="checkbox"/> 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 10 days prior to event date.
- Party reserving areas within a county 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:
 - Mitzi Weber (270) 826-8843(Office) (270) 724-2289(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**

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 and /or Arena	Deposit	Fee
Arena Only	\$100.00	\$100.00
Arena With Announcer Booth	\$200.00	\$225.00
Warm Up Arena	\$50.00 (no deposit if renting Arena)	\$50.00 (no fee if renting Arena)
Timer System	\$100.00	\$100.00
Tractor	\$100.00	\$100.00
Arena Implement	\$25.00	\$25.00
Water Wagon	\$25.00	\$25.00
Barrels (3 plastic)	\$10.00	\$10.00
Barrels (3 metal)	\$25.00	\$25.00
Pole Bending Poles/ Bases (6)	\$25.00	\$25.00
Jumps (6 wood sets)	\$25.00	\$25.00
Portable Light Tower	\$50.00	\$50.00
Hook-Ups (limited quantity)	\$25.00 (per trailer)	\$15.00 or \$25.00 weekend rate
Concessions	\$100.00	\$50.00 per 24 hour period
Gravel Parking	\$100.00	\$50.00
BBQ Pits NOTE: (\$600.00 replacement fee per unreturned flip grates)	\$25.00	\$20.00 per pit
Small Stall Pavilion	\$50.00 (no deposit if renting Arena)	\$10.00 per stall
Grass Area	\$100.00	\$50.00
Johnny Mathias Pavilion	\$100.00	\$75.00
Exhibit Hall	\$100.00	\$100.00
Pulling Track	\$100.00	\$200.00
Basketball Court	\$10.00	\$5.00 per hour (Exclusive Use)
Farmer's Market Pavilion (during off season or non-use)	\$100.00	\$75.00
Shelters (Sandy Lee Watkins Park, Charles Alexander Park, Baskett Recreation)	\$50.00	\$50.00

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

Discounts may apply for multiple uses at the facility
And multiple uses within a Calendar Year