



**FAIRGROUNDS  
RESERVATION CONTRACT**

**Nick Stallings, County Engineer**  
PARKS AND PROGRAMS  
SITE PLANNING

399 Sam Ball Way - Henderson, Kentucky 42420  
Phone: (270) 844-4725  
Fax: (270) 827-6036

**Casey Phillips, Director**  
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)**

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Arena/Warm Up Arena Only                                | <input type="checkbox"/> Announcer Booth/Audio Equip. | <input type="checkbox"/> Concessions             | <input type="checkbox"/> Full Facility    |
| <input type="checkbox"/> Arena Implement   | <input type="checkbox"/> Tractor                      | <input type="checkbox"/> Bending Poles/Bases (6) | <input type="checkbox"/> Pulling Track    |
| <input type="checkbox"/> Barrels (3 Plastic)                                     | <input type="checkbox"/> Barrels (3 Metal)            | <input type="checkbox"/> Grass Area              | <input type="checkbox"/> Timer System     |
| <input type="checkbox"/> Portable Light Tower                                    | <input type="checkbox"/> BBQ Pitts                    | <input type="checkbox"/> Gravel Parking Area     | <input type="checkbox"/> Basketball Court |
| <input type="checkbox"/> Johnny Mathias Pavilion                                 | <input type="checkbox"/> Becks Pavilion               | <input type="checkbox"/> Hook-Ups                |   |
| <input type="checkbox"/> Farmers Market Pavilion (during off season and non-use) |   |  |   |

- **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 Arena is not allowed to move exterior panels. All areas must be put back in its original condition. (Take what you brought)
- 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 rules will result in loss of deposit and/or future use of the facility.
- Deposits will be mailed back to renter 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) 454-1451(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

BELOW FOR OFFICE USE ONLY

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

Date/Initials Courthouse Received Deposit \_\_\_\_\_

Reservation Fee Paid \$ \_\_\_\_\_ Check Number \_\_\_\_\_ or Cash \_\_\_\_\_ Initials \_\_\_\_\_ Date Paid \_\_\_\_\_

Date/Initials Courthouse Received Reservation Fee \_\_\_\_\_

Deposit Returned or Not Returned: Y / N Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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