



Bill Hubiak, County Engineer
PARKS AND PROGRAMS
SITE PLANNING

399 Sam Ball Way - Henderson, Kentucky 42420
Phone: (270) 844-4725
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Mitzi Weber, Administrator
PARKS & PROGRAMS
DIRECTOR

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) Large Playground Shelter and Lake Brittany 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:
 - Mitzi Weber (270) 844-4725(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 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 and /or Arena	Deposit	Fee
Arena Only	\$150.00	\$150.00
Arena With Announcer Booth	\$200.00	\$250.00
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	\$75.00 per 24 hour period
BBQ Pits NOTE: (\$600.00 replacement fee per unreturned flip grates)	\$25.00	\$20.00 per pit
Large Show Pavilions (each)	\$100.00	\$75.00
Large Show Pavilions Stall Rental	\$100.00 (no deposit if renting Arena)	\$20.00 per stall
Johnny Mathias Pavilion	\$100.00	\$75.00
Farmers Market Pavilion (during off season and non-use)	\$100.00	\$75.00
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
Large Shelters (Sandy Lee Watkins Park, Charles Alexander Park, Baskett Recrea	\$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