

**~RESERVATION AGREEMENT~**

**(Please note that each group is eligible for one educational event per year)**

NAME OF EVENT: \_\_\_\_\_

ASSOCIATION / GROUP NAME: \_\_\_\_\_

\_\_\_\_\_

ADDRESS: \_\_\_\_\_

(mailing city state zip ) \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

DATE REQUESTED: \_\_\_\_\_

Organization located in Duval County \_\_\_\_\_ Yes \_\_\_\_\_ No

NON-PROFIT GROUPS CHECK HERE \_\_\_\_\_ *(provide a copy of tax exempt certification)*

EDUCATIONAL EVENTS CHECK HERE \_\_\_\_\_ *(please explain your Educational Event)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REQUESTED FACILITIES: \_\_\_\_\_ Rubber Arena \_\_\_\_\_ Grand Prix Arena

I (We) will agree and abide by the Facilities Policies for the Jacksonville Equestrian Center. I ( We) understand that available dates are determined by the Event Schedule. Weekdays may be booked up to 90 days out. Weekend dates will be booked with 30 days notice, unless an open date can be guaranteed by the facility. Enclosed with this application are proof of Duval County status, tax exempt certificates and requested insurance. I (We) agree to reimburse the Facility for any and all damage incurred during the event and will be responsible for the damage caused by any users that are on the grounds as part of the above event.

I (We) understand and agree to indemnify, defend and hold harmless The City of Jacksonville, SMG and their respective officers, directors, agents, and employees (collectively the Indemnities'), from and against any and all claims, damages, losses, and expenses, including reasonable attorneys fees, arising out of or caused in whole or in part by my(our) use of the Facility, negligent acts or omissions, or that of my(our) licensees, invitees, employees, servants and agents, anyone employed by me(us), or by using the facilities in connection with, or in preparation for my(our) event.

I (We) agree to furnish general liability insurance of not less than **\$1,000,000.00** combined single limit providing indemnity coverage including the duty to defend in favor of the Indemnitees against any and all of the claims, damages, losses, and expenses, including reasonable attorneys fees, within the scope of the indemnification set forth in the sentence immediately preceding, and to provide to the Facility certificate(s) evidencing such insurance and naming the Indemnitees as

additional insured thereunder. This insurance shall be received 5 days prior to the event listing SMG and the City of Jacksonville as additional insured.

I (We) understand and agree that I (we) use the facilities in an “AS-IS” condition. I (We) understand and agree that I (we) have had the opportunity to inspect the premises and agree that I (we) or anyone in my (our) behalf, or on account of the use of the facilities, will make no claim for damages, losses, injury or any other claim of whatsoever kind or nature sustained by me (us), or anyone using the facilities at my (our) invitation, direction, or while the facility is under my (our) control.

I (We) understand and agree that the City of Jacksonville nor SMG shall in no way be liable or responsible for any loss, damage, injury or any other claim of whatsoever kind or nature arising out of the use of the facilities.

I (We) understand and agree that the Jacksonville Equestrian Center has the “First Right of Refusal” concerning the sale of any food and beverages during all events. The Equestrian Center, if they wish, may operate all concessions at any event held on the facility grounds with no financial restitution to the event organizers. Any exceptions must be approved by Facility Manager.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Application Received: \_\_\_\_\_

APPLICATION ACCEPTED: \_\_\_\_\_ APPLICATION REJECTED: \_\_\_\_\_

REASON FOR REJECTION: \_\_\_\_\_

FEES: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

Jacksonville Equestrian Center

AUTHORIZED SIGNATURE: \_\_\_\_\_

JEDC – SMG Contract Administrator, City of Jacksonville

Facility Rules:

- All areas must be cleaned up after use. Trash to dumpsters.
- Restrooms are the responsibility of the client
- Obey all facility signage
- All dogs must be leashed
- Any damage must be reported to security guard immediately
- All events must end at Dusk.
- Day Manger information must be provided for all events. That manager is responsible to be on site during all hours of said event. Must sign in and out with Security on site and complete post event walk thru prior to departure.