

# LBHA ARENA REQUEST FORM

Mail completed form to  
**LBHA**

P.O. Box 2326  
Loomis CA 95650

Insurance exp. date:

**PERMIT # will be issued**  
When fees (if any) and insurance  
are received by LBHA

Fees Received:

Use Fee Returned:

FOR LBHA USE ONLY

Organization : \_\_\_\_\_

Person to Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip/County \_\_\_\_\_

Phone/E-mail: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Date(s) Needed: \_\_\_\_\_

## FEE'S REQUIRED

ARENA USE FEE Per Day \$60 \_\_\_\_\_

ARENA USE FEE + PORTABLE OFFICE/Day \$80 \_\_\_\_\_

REFUNDABLE CLEAN UP FEE (1/event)\* \$50 \_\_\_\_\_

PA SYSTEM- Per Day \$15 \_\_\_\_\_

BLDG 1.- Small jump set, Trail and

Gymkhana items (Per day) \$15 \_\_\_\_\_

BLDG 2 - Full Jump Set + items from Bldg \$45 \_\_\_\_\_

(Per Day)

**Week day use by groups (Trainers\*\*, School Classes,  
Organized Groups) Based on half weekday day use :**

Number Riders \_\_\_\_\_ X \$2.50/rider \_\_\_\_\_

or with a \$25 Minimum

Trainers: Share Arena Permit \_\_\_\_\_ (insurance on file)

TOTAL AMOUNT SUBMITTED

TOTAL OWED

\*(NOTE: Separate Check for  
Clean up Fee)

\*\*No Fee for Trainers - Share Arena/under 10 Riders

## INSURANCE CERTIFICATES

**MUST BE ON FILE WITH LBHA  
And PLACER COUNTY**

7 days prior to your event  
(Requirement - \$1 million Liability)

**NO INSURANCE - NO EVENT - NO EXCEPTIONS**

LBHA and Placer County must be listed  
As additional insured on certificates

Your Insurance Company must mail **ORIGINAL**  
Certificates and attachments to:

(1) Placer County

Atten: Mary De Arcos

145 Fulweiler Avenue, Suite 100

Auburn, CA 95603

And to

(2) LBHA P.O. Box 2326 Loomis CA 95650

NOTE: 1. Arena Water system is normally turned on in Late April -

2. There is one Porta Potty by Arena - For large shows you may want to order a second.

3. Call 5 days before your event to arrange for keys and instructions

4. If Arena/Park/Asphalt parking areas are not left clean, CLEAN UP FEE WILL BE FORFEITED

5. ALL ACCIDENTS/INJURIES, damage to facilities or damage or loss of equipment must be reported  
to LBHA within 24 hours - 652-5204

EVENT MANAGER \_\_\_\_\_ LBHA \_\_\_\_\_ DATE \_\_\_\_\_

(Keep a copy of this form for your records)

**NOTE: Please submit separate checks for the USE FEE AND CLEAN UP FEE.**

**DO NOT USE FOR 4-H Arena Requests**



1/1/2011 ArenaRequest1.pub