

**CITY OF FOLEY**  
**HORSE ARENA GUIDELINES**  
**(Revised: January 7, 2013)**

The City of Foley, Alabama has an outstanding horse arena facility which provides excellent services for clientele throughout the state and region. The facility includes stalls, a seating area, a concession stand, announcers booth, and public restroom facilities. Because of the extensive care needed by the facility during the week prior to an event and also during the event, special considerations for this facility had to be implemented.

All former policies and procedures have been reviewed for this facility resulting in this updated "Horse Arena Guidelines" compilation. All organizations and individuals considering use of the horse arena **MUST** adhere to the newly revised procedures.

**I. General Guidelines**

- A. NO Alcohol, Non-Prescriptive Drugs, or Firearms are permitted on City Property.**
- B. Horse Stalls shall remain locked unless cleared through the Department of Recreation Secretary.**
- C. Lights shall be locked at all times not specified below.**
- D. Once in an event is scheduled for the Horse Arena and it has been prepared, all entrances to the arena shall be locked until the event scheduled by a particular organization has concluded.**

**II. Organization (s) Use of the Horse Arena**

- A. Only Organizations who have submitted to the Recreation Department Secretary, (251) 970-5020, a letter validating current liability insurance may schedule the Foley Horse Arena Facility.**
- B. Each organization is required to contact the Recreation Department Secretary (251) 970-5020, to determine the facility arrangements or availability.**
  - 1. Selected dates may be scheduled "in writing" for the City of Foley's Horse Arena, one calendar year in advance.**
  - 2. Ten Days prior to the scheduled event, the organizations "contact Person" must again verify through the Recreation Department Secretary that the event is still going to occur.**
  - 3. One working day before the event, the Organizations "Contact Person" must complete for the Recreation Department Secretary a reservation form, submit a \$25.00 check as a Key Deposit Fee and where applicable, a \$50.00 per day Usage Fee.**
  - 4. Stalls may be rented at the rate of \$10 per day. (Note: The Parks Department removes waste products from the stalls after the event. Straw and chips are changed four times per year.) All stall rental money is the property of the City of Foley.**

- 5. It is the Organizations "Contact persons" responsibility to make sure that all keys are returned and that the property is removed during the next working day after the event concludes. Failure to comply will result in their forfeiture of all deposits.**

**HORSE ARENA FORM  
CITY OF FOLEY  
FOLEY, ALABAMA**

**FORM FOR USE OF FOLEY HORSE ARENA**

Request for use of the Horse Arena to schedule events, and payment therefore, must be made at least one week in advance at the Recreation Department, 200 North Alston, Foley, Alabama 36535. If there is a need for parks personnel, the request must be made two weeks in advance for scheduling purposes. There is a \$50.00 rental fee per day for use of the Horse Arena for events. The light usage fee is \$10.00 per hour. Please contact Christy at 251-970-5020 to reserve the arena or if you have any questions.

The City reserves the right to require the Applicant to provide a Certificate of Insurance listing the City, its officers, agents and employees as additional insured's and reflecting such types and amounts of insurance coverage as deemed necessary by the City, at its sole discretion. The Applicant shall notify the City immediately of any policy cancellation or changes in coverage as reflected on the Certificate of Insurance.

**ARENA RENTAL**

CLUB NAME: \_\_\_\_\_

DESIGNATED DATE AND TIME OF USE: \_\_\_\_\_

ESTIMATED SIZE OF AUDIENCE: \_\_\_\_\_

WILL YOU REQUIRE ASSISTANCE DURING THE EVENT: \_\_\_\_\_

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



**FOR OFFICE USE ONLY**

**FEE BREAKDOWN**

Rental Fee at \$50/day: \$ \_\_\_\_\_

Light Fee at \$10/hour: \$ \_\_\_\_\_

Stall Rental at \$10/day per stall: \$ \_\_\_\_\_

**Total Usage Fees** \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

**Key returned:** \_\_\_\_\_

**Received by:** \_\_\_\_\_

**DEPARTMENT OF RECREATION**

**HORSE ARENA DEPOSIT FORM**

The City of Foley requires a deposit fee/\$25.00 Key Deposit - \$25.00 Property Fee.

- 1> RETAINMENT OF KEYS FOR HORSE ARENA USE – 1 WORKING DAY RETAINMENT --- \$25.00. If horse arena key is not turned in the next working day the \$25.00 deposit will not be refunded. Key pickup is by noon the day before event.
  
- 2> RETAINMENT OF \$25.00 FOR PROPERTY LEFT AT HORSE ARENA AFTER 1 WORKING DAY. If the property is left at the horse arena for longer than 1 working day after the event takes place, the \$25.00 deposit will not be refunded and the city will take possession of any property not removed at that time.

Payment for deposits by check are preferred. Please make check out to The City of Foley.

Key Pick Up Date/Person Responsible \_\_\_\_\_

Key Return Date/Person Responsible for Key Return \_\_\_\_\_

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Date of Horse Arena Event \_\_\_\_\_

Date Property Must be Removed/Person Responsible for Removal \_\_\_\_\_

If you have any questions regarding this form, please contact Christy at 251-970-5020/Recreation Department.