

NOVATO HORSEMEN, INC.
600 Bugeia Lane, Novato, Ca. 94945
novatohorsemen@gmail.com.
Facility Use Request Form

Request by _____ Date _____
Address _____
Phone _____
Email _____

Date/Dates of event: check-In _____ Check-out _____

Dates are to include set-up and clean-up, insurance coverage shall be for these same dates.

Time of event: A.M. _____ P.M. _____

Type of Event: Corporate (Members Only) _____ Non-Corporate (Private or public) _____

Event description _____

Number of Participants _____

Requested club facilities:

Clubhouse _____ Kitchen _____ Bar _____ Patio _____

Arena(s) _____ Horse Pens _____ Announcers Booth _____

Snack Shack _____ Picnic Area _____ Exclusive use of entire grounds _____

Requested club equipment:

Chairs _____ Tables _____ Television/DVD _____

Timing equipment _____ Announcing system _____

Arena equipment _____ Gymkaana Barresl _____ Poles _____

Trail Obstacles _____ Trail Obstacle Course _____

Jumps _____ Dressage Court _____ Smarty (practice cow) _____ ATV _____

Cattle (if available) _____ Number of cows _____

Special Requests/Instructions _____

All requests must be submitted to the Facility Management and approved by the
Novato Horsemen, Inc. Board of Directors.

All non-corporate rentals require a \$500.00 deposit and the rental fee at the time of Board approval,
unless other arrangements for rental fees have been made.

An event specific Certificate of Liability Insurance in the amount of \$2,000,000, naming NHI as Additional
Insured is required. Event insurance may be purchased from www.theeventhelper.com

If alcohol is to be available, Liquor Liability Insurance, Liquor License and a RBS must be
documented with the Facility Management

If event cancels less than 30 days prior to the event date, the entire deposit will be forfeited

Applicant must prearrange for early arrival and setup

Submitted By _____ Date _____

Approved By _____ Date _____

Revised 7/24/2023

1. All communications must be to the NHI Facility Management Committee. All requests must be submitted in writing. novatohorsemen@gmail.com
2. No group shall use the club facilities without one or more club members being on the grounds.
3. Unless otherwise arranged, applicant must personally appear before the NHI Board of Directors for approval of request no less than one month prior to even. NH Board meets the second to last Tuesday of each month.
4. For multiple days use, the applicant shall list each day of activity and facility amenities requested on separate pages. Include the hours of the day and the clubs amenities requested.
5. Any group or individual using the arenas, clubhouse or grounds must have in force liability insurance for property damage and personal injury covering the requested event in an amount of no less than \$2,000,000 (two million dollars). Novato Horsemen Inc. is to be named as additional insured.
6. Upon approval, the applicant will have to provide a \$500.00 deposit, a Certificate of Liability Insurance naming Novato Horsemen, Inc. as Additional Insured in the amount of \$2,000.000, with applicable times and dates, and the fee for property use. A Hold Harmless Agreement will also be required. All appropriate paperwork must be submitted _____ days before event.
7. Any group, corporate or non-corporate, using NHI facilities is responsible for cleaning all areas used. Recycle is mandatory, garbage will be put into the dumpster. This applies to the building, patio, arenas, horse pens and grounds. All doors and gates are to be closed and locked, lights turned off. Manure and hay is to be cleaned up and put into designated area.
8. No one is to remove pictures, posters, or signs or other displays from clubhouse wall, bar or fireplace. Clubhouse walls are equipped with a strip for hanging decorations, and no adhesive or additional nails or tacks may be used on cabinets, doors or wall surfaces. No food is allowed in the bar bins and all food must be removed from building upon departure.
9. Use of Novato Horsemen, Inc. arenas, grounds or clubhouse requires a scheduled walk-through with a NHI representative and completion of the property condition checklist prior to event. An NHI representative will inspect property after scheduled event before deposit is returned.
10. Any damage or repairs noted must be immediately reported to NHI Facility Management

Signature of Applicant _____ Date _____

Name of Ggroup or Organization _____

Representative _____ Date _____