



RODEO RENTAL AGREEMENT

101 N Choctaw P.O. Drawer 700
El Reno, Oklahoma
(405) 262-4070 Office

RENTAL & OPERATING POLICY

The CITY OF EL RENO as "Owner" does hereby rent to the undersigned as "Renter".

RENTAL PROCEDURE

1. The arena facilities are available for rent seven days a week, 7:00 A.M. to 11:00 P.M.
2. Reservations for use of the facilities shall be by application only and shall be granted on a first-come, first-served basis. No reservation will be accepted for a period longer than 12 months in advance of the rental date. Hourly rentals need to be scheduled at least 24 hours in advance. No person(s) under the age of eighteen (18) will be allowed to rent the facilities.
3. Applications must be submitted to city hall between the hours of 8:00 A.M. and 5:00 P.M., Monday through Friday, holidays excluded. Applications will not be accepted without a valid signature; original and facsimile signatures will be deemed effective and binding for the purpose of establishing a rental contract. An event with more than 100 participants will need an Event Permit no more than sixty (60) days in advance from the beginning of the lease term for the full use period (including set up and tear down days) with the Owner in addition to the rental agreement.
4. No application will be accepted unless submitted with a refundable cleaning / damage deposit payable to the City of El Reno. This deposit will be applied toward the following expenses:
 - a. To protect Owner against any damage, whether such damage shall result from the actions, abuse, or neglect of Renter himself or from Renter's invitees. Renter shall be responsible for any and all damage to the facilities while Renter occupies the building;
 - b. To insure that at such time as Renter vacates the premises, the facilities shall be left clean, neat and in the same condition, reasonable wear expected, as when Renter took possession of the facilities. Should Renter fail to leave the facilities clean, Renter shall be responsible for the clean-up charge;
 - c. Any damages or clean-up expense in excess of the security deposit shall be paid by Renter;
 - d. Owner shall return security deposit following the rental to Renter upon compliance with the terms and conditions of this agreement.
 - e. Please report any damage you find immediately upon discovery to the El Reno Police Department (262-6941) so that you are not charged.
5. The Renter is responsible for remitting all applicable sales tax to the Oklahoma Tax Commission.
6. Any planned modifications to the layout of the arena must be submitted not less than thirty (30) days in advance from the beginning of the lease term for the full use period (including set up and tear down days). This must include a detailed sketch, to scale, of the proposed modification of the layout. It must also include a detailed outline of why these modifications are necessary and how they will be installed and removed, if approved.

7. The Renter is solely responsible for arranging for solid waste services through OEMA. For large events (with an event permit) the City will share the cost in the amount of 50% for a roll off container.
8. There shall be a meeting with City Staff at least 14 days in advance and in conjunction Renter shall furnish Owner, a certificate of insurance showing that there is in force a combined single limit liability policy in the amount of at least \$1,000,000.00 in which the Renter is named as insured and the Owner, the City of El Reno and the El Reno Rodeo Facility are named as an additional insured. Nothing contained herein shall be construed to limit or waive Renter's immunity from liability under the Oklahoma Governmental Tort Claims Act. Failure to provide proof of insurance by that date will result in the removal of the event from the Rodeo Facility's Event Calendar and forfeiture of the deposit.
9. Failure to schedule pre-inspection will result in the cancellation of the arena use and forfeiture of the deposit.
10. No outside alcoholic beverages will be allowed in the arena area. Alcoholic beverages are allowed in the arena area if purchased on site through a licensed vendor. Any Renter wishing to sell alcohol will be required to receive permission from the City Council through authorization via a Special Event Permit. If serving alcohol and the event has over 300 attendees, Renter will need to provide porta potties. No glass containers are allowed in the arena.
11. Any unpaid balance must be paid in full not less than 14 days prior to the date of the event. Payments not received by this deadline may result in cancellation of the rental and forfeiture of all fees and deposits.
12. Cancellation of reservations must be made at least seven days prior to the date of the scheduled event. Cancellations after this deadline are subject to forfeiture of the initial deposit. When no cancellation at all is made, the full rental fee is applied.
13. Approval for facility use and authority to cancel a scheduled event shall be at the sole discretion of the Owner as administratively determined by the City Manager or other staff authorized by and acting under the direction of the City Manager.

HOURLY RENTALS

14. Every individual renting the facility assumes liability for any and all damage to the building during the period of use. Any accident or injury to persons using the facilities will be the responsibility of the Renter.
15. Renter is responsible to see that all activities are properly controlled and supervised. Adequate adult chaperones must be provided if group members are under 21 years of age.
16. Renters of the facility are responsible for leaving the rented premises in a condition that is clean, orderly, and free of trash, debris or other unwanted materials. Failure to do so may result in forfeiture of any refundable deposit and an assessment of additional charges.
17. The Owner reserves the right to remove from the facilities any person whom the Owner, at its sole discretion, deems objectionable. Neither the Owner nor any of its officers, agents, or employees shall be liable to Renter for any damages that may be sustained by Renter through the exercise of this right.
18. Renter shall not use the building for any purpose which is illegal or in violation of any ordinance of Owner.
19. Any renter or group that fails to comply with the rules set forth herein will be subject to denial of future use of the facility.

- Rodeo Grounds Hourly:** Grounds will be as is if rented 24 hours in advance.
Grounds will be worked if rented 48 hours in advance.
- Rodeo Grounds Event Basic:** Grounds will be watered and worked. Renter must meet with City at least 72 hours before event.
- Rodeo Grounds Event Plus:** Grounds will be watered and worked. Modifications to arena needed. Must meet with City at least 14 days before event.

Fee Schedule

Hourly	\$15.00
Deposit Hourly	\$25.00
Daily Event	\$250.00
Deposit Event	\$250.00
Daily Non-profit	\$150.00
Deposit Non-profit	\$200.00
Concession Use	\$50.00 per day
Drag Deposit	\$100.00
Water Reel Deposit	\$100.00

***Events must also get an event permit (\$20.00)*

RENTAL CONTRACT

City of El Reno
101 N Choctaw
El Reno, OK 73036
405-262-4070 Office

DATE OF APPLICATION: _____

CONTACT PERSON (RENTER): _____

NAME OF EVENT/TEAM/ORGANIZATION: _____

MAILING ADDRESS: _____

ZIP: _____ CITY: _____ STATE: _____

EMAIL ADDRESS: _____ CONTACT NUMBER: _____

FACILITY REQUESTED: RODEO GROUNDS HOURLY RODEO EVENT BASIC RODEO EVENT PLUS
 DRAG DEPOSIT WATER REEL DEPOSIT RODEO CONCESSION

TYPE OF FUNCTION: _____

DATE(S) REQUESTED: _____

HOURS OF USE (includes setup & cleanup): _____ A.M./P.M. TO _____ A.M./P.M. TOTAL HOURS _____

RENTAL COSTS:

DEPOSIT \$ _____

FACILITY COST \$ _____

ADDITIONAL \$ _____

TOTAL \$ _____

RECEIVED \$ _____

BALANCE \$ _____

Staff Meeting date: (Must be at least 14 days prior to event) _____

****ALL KEYS MUST BE PICKED UP AND RETURNED AT THE EL RENO POLICE DEPARTMENT FOR RENTALS OUTSIDE OF BUSINESS HOURS, MONDAY THROUGH FRIDAY 8:00 AM TO 5:00 PM.****

Renter Initials

CITY OF EL RENO LIABILITY RELEASE FORM

I _____, with _____
Signature *Group Organization*

agree to indemnify and hold harmless the City of El Reno from any and all liability, loss or damage the City of El Reno may suffer as a result of claims, demands, costs or judgments against it arising from the following activity:

(Describe the activity contemplated by the parties: for example, leasing land to a rodeo association, contracting for concessions at a park or swimming pool or renting a municipal building, etc.)

Signature of Renter

Date

Signature of Owner

Date