Idaho Saddle Club Association
Winter Meeting
Latah County Fairgrounds
1021 Harold St. Moscow, ID 83843
February 3, 2018

Meeting called to order at 1:14 p.m. by Sheldon Ackermann, ISCA Vice President.

Treasurer's Report:

Checking Balance: $5209.41
Savings account: $895.82
Royalty Fund: $1259.21

All funds from Wells Fargo will be moved to P1FCU this year.

Motion to approve the treasurers report as read, Julie Maguire. Second by Myra Metcalf. Motion passed.

Secretary's Report:

Motion to approve the secretary report as read, Gretchen Aasgard. Second by Julie Maguire. Motion passed.

Royalty Introductions:

2017 Royalty:

- Princess – Baylie Kelly
- Princess – Bostyn Kelly
- Princess – Eliya (EJ) Kelly

2018 Royalty:

- Queen – Cheyenne Ross
- Sr. Princess – Hope Aasgard
- Jr. Princess – Carleen Ross

2018 Proposals:

Change the following ground rules to rules.

#1 Host Club, Section 2, Rule C. – Games and rules are taken from the NSCA Rule Book, unless otherwise stated in the ISCA Rule Book or a granted ground rule for that show. (4/3/2010 ground rule).

Motion made to pass as rule by Nicci Huffaker. Seconded by Myra Metcalf. Motion passed.

#2 Awards, Section 8, Rule B. – Points are tabulated to 10 places (ground rule 2/4/2017) for event winners and all-around winners in each age group...
Motion made to pass as rule by Myra Metcalf. Seconded by Nicci Huffaker. Motion passed.

#3 Rules & Regulations, Rule 35. – The Jessie Jo Metcalf specialized buckler award will go to the highest individual with the fastest times overall in all events each year at the ISCA State O-Mok-See (ground rule 2/4/2017).
Motion made to pass as rule by Anita Falen. Seconded by Nicci Huffaker. Motion passed.

#4 Rules & Regulations, Rule 36. – A $100 Hard Luck Award will be awarded to an individual each year at the ISCA State O-Mok-See (ground rule 2/4/2017).
Motion made to pass as rule by Jay Ross. Seconded Kim Inman. Motion Passed.

Elections:

Ground Rule:

Article V, Section 2.
Change the presidential term from 2 years and election of a new officer, to 2 years and possible reelection of same officer.

Motion to accept ground rule Jay Ross. Second Tami Ross. Motion passed.

2017 Outgoing Board:

- President: Susan Allen
- Vice President: Sheldon Ackerman
- Second Vice President: Bob Jones
- Secretary: Cheyenne Brisson
- Treasurer: Brianna Ackerman
- Historian: Anita Falen
- Royalty Advisor: Brianna Ackerman

President (2 yr. term): Jay Ross
Nominated by Myra Metcalf
Second by Gretchen Aasgard
Third by Tammy Olmstead

Vice President (Arena Director) (1 yr. term): Gretchen Aasgard
Nominated by Amanda Aldan
Second by Julie Maguire
Third by Brianna Ackerman

Second Vice President (Lane Judge Coordination) (2 yr. term): Nate Brian
Nominated by Sheldon Ackerman
Second by Brianna Ackerman
Third by Myra Metcalf

Secretary (2 yr. term): Lydia Osborne
Nominated by Jay Ross
Second by Myra Metcalf
Third by Julie Maguire

Treasurer (1 yr. term): Myra Metcalf
Nominated by Nate Brian
Second by Julie Maguire
Third by Gretchen Aasgard

Historian (1 yr. term): Anita Falen
Nomination by Julie Maguire
Second by Gretchen Aasgard
Third by Myra Metcalf

Royalty Advisor (1 yr. term): Kim Osborne
Nomination by Myra Metcalf
Second by Brianna Ackerman
Third by Jay Ross

2018 State O-mok-see bids:

Bids for site location for the 2018 State O-Mok-See were presented by 49er's Saddle Club and Kootenai County Saddle Club. Ballots were cast, 49er's Saddle Club will be the host site for the 2018 State show. ISCA Officers will host the event.

Motion made by Nicci Huffaker to have the 2018 State show the weekend of June 23-24, 2018 with a jackpot barrel race June 22, 2018. Second by Julie Maguire. Motion passed.

- 2018 Spring Round-up date/location – April 14, 2018, in Lewiston at the 49er's club house. Potluck will begin at noon, with a meeting at 1pm.
- ISCA Membership list will be due by the Spring Round-up April 14, 2018.
- ISCA Entries need to be post marked by June 9, 2018
- Events: Nate Brian made a motion to keep the individual events the same as last year, seconded by Brianna Ackerman, motion passed. Individual Events will include Pole

Bending, Figure 8, Arena Race, Keg Race, Key Race, Half 8, Polo, Flag Race, Speed Barrels. Team was voted on and will be Western Relay.

- Awards Committee: Tami Ross, Myra Metcalf, Peggy Conklin.
- Budget: Julie Maguire offered to help with the cost of awards and offer them to the club at wholesale cost + shipping. Myra Metcalf made a motion to set the budget at $5000.00. Gretchen Aasgard seconded.

2018 Calendar

Tammy Olmstead made a motion to create the draft calendar with the current club dates provided and email to all clubs. Brianna Ackerman seconded. Motion passed.

Julie Maguire made a motion to adjourn meeting at 2:55pm, seconded by Gretchen Aasgard, Meeting Adjourned.

49ers Saddle Club

Lewiston Idaho

2018 State O-mok-see **Proposal**

Friday night- The 49ers will have the arena watered and worked. We will provide 4 wheelers and drivers to work the barrel pattern and starting area.

Saturday- Arena will be watered and worked by the beginning of the day. 4 wheelers and drivers will be available to work the ground when needed through out the day.

Sunday- Arena will be watered and worked before the beginning of the day. 4 wheelers and drivers will be provided to work the ground throughout the day.

***A short cycle sprinkler may be used if needed at lunch break. The 4 wheelers can do a light drag after the sprinkler.**

Bathrooms:

The Club house provides 4 bathroom stalls. There is one full time out house by the announcer stand that is always

Dates proposed
June 22nd 23rd 24th

- June 15th - 16th - 17th
July ~~6th~~ - ~~7th~~ - ~~8th~~ 6 7 8

there. If two more port a potties are required the 49ers will pay for one if the state pays for the other one.

49ers royalty will run the cook shack.
The royalty girls will be requesting that they are allowed to host a 50/50 raffle at least on of the days.

Camping fees/pen rental will be paid to the 49ers saddle club:
~~$25~~ 15 for camper hook up
~~$15~~ 10 for pen rental per horse

Bid: $625

Break down: $200 a day, times 3 days $600
$25 fuel charge for the 4 wheelers

$600
$ 25
_+____
$625

Patti Triplett
Director 49ers Saddle Club

$625- Bid

49er's Saddle Club Arena Rental Rates

Full Day Rental:

* as per proposal - prices vary for State omoksee

Arena Rental $200.00 per day (rental each day includes one watering and working of the arena with the tractor and groomer.)

Hourly Rental: $40.00 per hour up to four (4) hours. 5+ hours = full day rental N/A

No stock may be fed in the arena. No stock is to be turned out in the pasture area. Members or non-members renting the arena will be responsible for the conditions of the arena.

Full day rentals will require a single $150.00 damage deposit. A rodeo or any event with any type of stock will require a single $300.00 damage deposit. Waved

A limited number of electrical hookups are available for $15 each per night. Sign up is required at entry time.

Horse pens are available at $10 per horse per day.

Portable rest rooms: One unit is always on site.
Additional units: $55.00 each per event

we will provide one extra porta potty - If state provides the other - per proposal

Per Person Rental Rates:

$5.00 per person per hour during daylight hours for members
$10.00 per person per hour during daylight hours for non-members
$10.00 per person per hour during night time hours for members
$15.00 per person per hour during night time hours for non-members

Post event Cleanup Fee – if we have to clean up trash following the event $25.00

~~**Extra arena work** with tractor and groomer - $50.00~~

No cost elected services:

Announcer's Stand with PA System din cond in booth

49er Cook Shack If desired, the 49ers run it with profits going to the 49ers

Locked Arena: If desired, the arena can be locked after the tractor work to preserve the ground, and unlocked just prior to your event.

4-wheelers will be provided the $25- fuel charge is included in bid.

49er's Saddle Club Arena Rental Agreement

Name of Event Idaho State Smokeout
Organization (Renter) _____
Main Contact _____
Complete Address _____
Contact phone number _____
Driver's License Number _____ Issuing State _____
Additional responsible contact (1) _____ Phone _____
Additional responsible contact (2) _____ Phone _____
Dates Requested _____
Time of first arrival _____
Time facilities will be vacated _____

	TOTALS
Arena Daily Rental(@$200.00 / day) # days _____	$ _____
Damage Deposit: one-time ($150.00 non-rodeo, $300.00 rodeo)	$ _____
or … Hourly Rental (@ $40.00 / hr.) # hours _____	$ _____
Portable Rest Rooms (@ $55.00 each / day) # ____ # days _____	$ _____
Total fees	$ _____

$660.25 total

Total Rental Fees are to be paid in advance, before the rental date. The damage deposit must be made to hold your rental date. In the event you cancel your rental agreement, Only 50% of the deposit made will be refunded, the 49er's Saddle Club will keep the rest as a cancellation fee. This form and checks for the deposit and/or rental fees can be presented to any 49ers officer or board member or mailed to the following address:

49ers Saddle Club
Attn: Arena Rental
PO Box 1683
Lewiston ID 83501

***GROUNDS ARE RENTED AS IS - NO ALTERATIONS**
***RENTERS ARE EXPECTED TO USE THE TRASH CANS PROVIDED**
*Damage deposits are refundable upon inspection and approval of facilities, arena, and equipment. Failure to leave grounds free of litter will affect the damage deposit refund. If damage occurs and the cost of repair is greater than the deposit, the renter is liable for the balance of the repairs needed, AND the renter is also liable for any court costs or attorney fees incurred to collect damages and any other fees the court deems appropriate.

Release of Liability I (We)_____, understand equine activities are inherently dangerous and may even lead to death to person or animal. I (We) hereby release the 49ers Saddle Club, Incorporated, a State of Idaho, Non-profit Membership Corporation, from all responsibility and/or liability for any personal injury sustained by me (us) or damage to my (our) property, while I (we) participate in activities or any of its appurtenances. In such event, it is understood and agreed that I (we) will hold the aforesaid membership corporation harmless, for my (our) heirs and assigns forever. I (we) hereby release said corporation from all responsibility and liability. This is to certify that I (we) have read, fully understand and agree to the above imprinted excerpt of Article XII of the Constitution and by-laws of the 49ers Saddle Club.

Responsible Party's Signature (Renter) _____
Contact phone number _____
Club Officer or Chairperson Signature: _____
Contact phone number 208-305-6406

THE FAIRGROUNDS
KOOTENAI COUNTY

ADDRESS
4056 N. Government Way
Coeur d'Alene, Idaho 83815
PHONE: (208)765-4969

NORTH IDAHO STATE FAIR

WEB PAGE: www.northidahostatefair.com **EMAIL:** fair@northidahostatefair.com

February 2, 2018

Dear Amanda Alden,

This letter is to confirm your event dates are available and have been scheduled for the Idaho State Omoksee event for Kootenai County Saddle Club you have requested on June 28th -30th, 2018. I have attached to this letter the contract, as well as the Event Check List for you to complete so we have a better understanding of your event as well as the needs for your rental. *I do need you to get these forms back to me as soon as you can, the better informed we are the smoother your event will go.* Please feel free to let us now if your needs change and we will do what we can to accommodate those changes.

We do require a certificate of insurance exactly like the one in the sample attached here before the event move in days start for the entire event, and through move out days.

Below you will find information regarding your event(s) and the date(s) that are scheduled. Please verify that information, sign and return the bottom portion.

We look forward to having your event here at the Kootenai County Fairgrounds!

Thank you!

Deirdre Rushing

Event: Idaho State Omoksee
Dates: June 28th -30th, 2018
Building/Grounds North Arena
2017 Building Rental Fee: $480.00+$100.00 **Deposit Due:** $ 200.00
Please return within 10 business days or dates will be released.
I do verify the event dates and names are correct.

_____
Amanda Alden
Idaho State Saddle Club

4056 N. Government Way Coeur d'Alene, ID 83815

PHONE: (208)765-4969 – FAX: (208)765-3168 WEBSITE: www.northidahofair.com EMAIL: fair@northidahofair.com

BUILDING & GROUNDS RENTAL CONTRACT

THIS CONTRACT, made **February 2, 2018,** is between The Fairgrounds - Kootenai County (The Fairgrounds), and **Kootenai County Saddle Club** (Lessee).

Type of event:	**Idaho State Omoksee**	*NOTE: The duration of a rental day is 7 am to midnight*	○ ***BAR*** ○ Hosted ○ Non-Hosted *Deposit $ 50.00*
Date(s) of event:	**June 28th -30th, 2018**		
Move-in date(s) (for set-up only):	June 28, 2018		
Move-out date(s) (for clean-up only):	June 30, 2018		
Building and/or grounds area to be used:	**North Arena**		

Lessee agrees to pay The Fairgrounds the following fees, as applicable to this event:

DESCRIPTION	NUMBER	x RATE	TOTAL
BUILDING/GROUNDS RENTAL • Rental includes parking lot, water and electric use.	2 days	$480.00	$480.00
BUILDING/GROUNDS SET UP/TEAR DOWN RENTAL • Rental includes parking lot, water and electric use.	1 days	$100.00	$100.00
TABLES/CHAIRS RENTAL • Will be placed in area rented. Lessee is responsible for set up. • Subject to availability pending use by other events.	as used	$9.00 per 8' long banquet table $9.00 for 5' round banquet table $10.00 per bistro table $1.50 per chair $6.00 per bar stool	TBD
LINEN/DRAPE/STAGE RENTAL • Will be placed in area rented. Lessee is responsible for set up. • Subject to availability pending use by other events.	as used	$8.00 per black linen $1.00 per foot for black pipe & drape $40.00 per stage section	TBD
REFUSE	as used	$25.00 per 2-yard dumpster used (additional charge for larger dumpsters)	TBD
UTILITY USAGE FEE (building heat)	as used	rate at the time of use will be charged	TBD
ADDITIONAL READER BOARD PANELS	as used	$10.00 per panel per number of days run	TBD
RV SPACES/DRY CAMPING	as used	$20.00 per space per day	TBD
HORSE STALLS	as used	$10.00 per stall per night	TBD

DEPOSIT: Rentals are charged 20% of the total rental, (move-in, event days and move-out days). plus a *non-refundable deposit* of $250.00
The deposit for this event is $200.00. *Please note that the event date is not secure until the deposit is received by The Fairgrounds Office.*

PAYMENT SCHEDULE:

Deposit 20%..... **due at signing of contract**
Deposit $250.00 *non-refundable*..... **due at signing of contract**
2nd payment due..... **60 days prior to event**
Final payment due..... **30 days prior to event**
Event Checklist Form ..... 30 days prior to event
Electrical plan..... 30 days prior to event
Floor plan ..... 30 days prior to event
Marketing plan..... 30 days prior to event
Caterer submission..... 30 days prior to event
Commercial food app..... 30 days prior to event
Complaint procedure..... 14 days prior to event
Raffle license filed ..... 14 days prior to event
Interim Events Drawing .....14 days prior to event
Phone service ordered ..... 10 days prior to event
Banners due for hanging..... 1 day prior to event

EVENT CHECKLIST FORM: Lessee shall complete the Event Checklist Form in its entirety and return with signed contracts and deposit. The Event Checklist Form is an addendum to the Contract and must accompany Contract. **Contract, deposit, and ECF must be received in the office within 2 weeks of receiving the contract.**

INSURANCE: Lessee guarantees and will provide a ***certificate of insurance*** wherein ***KOOTENAI COUNTY, THE KOOTENAI COUNTY FAIRGROUNDS, NORTH IDAHO FAIR BOARD AND ITS AGENTS ARE ADDITIONAL INSUREDS*** on a *broad form comprehensive general liability endorsement or commercial general liability policy in the amount of $500,000*. This certificate of insurance shall be received by The Fairgrounds Office prior to move-in. Note that insurance can be purchased through The Fairgrounds, if necessary; call the office for details.

FOOD/BEVERAGE (i.e., food/beverage *sold* to patrons during event): Kootenai County Fairgrounds has first right of refusal and ALL food vendors must be approved by the facility PRIOR to being hired by the Lessee. Lessee must notify The Fairgrounds of chosen vendor. The facility reserves the right to hire, contract with and/or provide all food concessions for events open to the public. This excludes private functions and catered events. Clients may suggest cuisine types, menu pricing and vendors. A rental fee will not be charged for space occupied by food concessions and eating areas. A separate contract will be issued directly to the food vendor and there will be no financial benefit to the client.

EVENT SET-UP & TEAR-DOWN: A pre-event walk-through of the premises will be done upon Lessee's arrival for set-up. Premises are taken as is and all reserved tables and chairs will be placed in the area rented. Lessee is responsible for all event set-up and tear-down. Lessee agrees to leave premises in the same condition as found. A post-event walk-through will be done by a Fairgrounds representative and Lessee. Any damages incurred as a result of the event will be repaired with the cost billed to the Lessee.

ELECTRONIC READER BOARD: If the event is open to the public, the date and name of the event will be posted on The Fairgrounds reader board as part of the display of upcoming events. However, if the Lessee would like to show extra event information, such as times and cost of admission, additional panels are available at a cost of $10 per panel per number of days run. Panels are determined by the contents of the message and the space needed for display. For additional information or to reserve additional panels, please contact the Event Office.

TELEPHONE LINES: If telephone lines are needed, you may contact Frontier Communications at 1-877/462-8188 to make arrangements.

WI-FI: Wi-fi is available but not guaranteed. The Fairgrounds Office will check out codes to anyone wanting to use wi-fi.

IDAHO STATE SALES TAX NUMBER: An Idaho State Sales Tax Number is required if you are selling a product in the State of Idaho. If you do not have a number, you must obtain a Temporary Idaho Sales Tax Number. Please enter your number here _____. *If you do not furnish a Sales Tax Number on this contract, you will be required to pay sales tax on the rental of the building(s) to the Lessee.*

CANCELLATION: If for any reason one or more of the scheduled buildings/grounds are not to be used, The Fairgrounds Office must be notified 30 days prior to the event or 60% of the buildings/grounds rent will be charged. The Fairgrounds Management reserves the right to cancel event upon 15 days written notice for compelling cause. Compelling cause includes, but is not limited to, incomplete submissions of accompanying documents, inadequate security, misrepresentation of nature of event, and lack of or poor references.

TERMINATION: This contract may be terminated immediately by The Fairgrounds Management for breach of this contract by Lessee.

ATTORNEY FEES: Reasonable attorney fees shall be awarded to the prevailing party in any action to enforce this Contract or to declare forfeiture or termination of this Contract.

JURISDICTION & VENUE: This contract shall be governed and interpreted by the laws of the State of Idaho with venue in the 1st Judicial District, County of Kootenai, State of Idaho.

SEVERANCE: In the event any provision or section of this agreement conflicts with applicable law, or is otherwise held to be unenforceable, the remaining provisions shall nevertheless be enforceable and shall be carried into effect.

RULES & REGULATIONS: Lessee has read, understands, and hereby agrees to comply with the Rules & Regulations included with this contract.

RULES & REGULATIONS

(PLEASE READ CAREFULLY)

I. THE LESSOR SHALL:

1. Permit the Lessee to occupy the space as shown on other side to prepare buildings or erect temporary booths which Lessee may use during the rental period.
2. Permit the Lessee to display, demonstrate, sell, solicit or operate their business within the limits of their leased space.
3. Use reasonable safeguards against fire, theft and accidents, but does not assume any liability for damages to goods or property of the Lessee from fire, theft, water or storm, or any liability for accidents to persons or property caused under or by virtue of the operations of Lessee under this contract.
4. Have a lien upon any and all property stored, used or located upon the leased space or elsewhere upon the Fairgrounds by the Lessee for any and all damages sustained by the breach of this contract or otherwise caused by the Lessee and shall have the right to restrain such property or any part of it without process of law and may appropriate any or all such as its own to satisfy any such claim.
5. Have access to the premises at all times during the rental period.

II. THE LESSEE SHALL:

1. Pay the deposit upon signing of contract. ***Deposit is non-refundable*** and will be applied to total bill. Charges for tables, chairs, dumpsters, gas heat and any other fees that may apply to event will be billed as used after event.
2. *Pay the balance of the event cost within 30 days after event. NOTE: A 1.5% delinquent payment charge will apply to any unpaid balance after 30 days.*
3. Complete and return Event Information Form as an addendum to this contract. Information regarding time of arrival, time and duration of event, nature of event, food/beverage vendor/caterer, security, and other pertinent information must be provided to Lessor in writing 30 days prior to move-in date.
4. Agree to indemnify and hold harmless the North Idaho Fair Board and Kootenai County, Idaho and their respective agents and employees from and against all claims, damages, losses and expenses including reasonable attorney's fees in case of action arising out of the Lessee's space bargained for herein is filed for bodily injury, illness, death or property damage including loss of use and caused in whole or in part by the undersigned Lessee's negligent act or omission or by any agent of the undersigned Lessee or by anyone whose act or omission the Lessee may be liable.
5. Obtain approval for erection of buildings, tents, enclosures, structures and signs outdoors; shall not nail, drill, paint or do anything to change appearance of the walls or interiors of buildings; shall not use tape on concrete floors; and shall not perform any additional electrical wiring without permission of Lessor.
6. A pre-event walk-through of the premises will be done upon Lessee's arrival for set-up. Premises are taken as is and all reserved tables and chairs will be placed in the area rented. Lessee is responsible for all event set-up and tear-down. Lessee agrees to leave

premises in the same condition as found. A post-event walk-through will be done by a Fairgrounds representative and Lessee. Any damages incurred as a result of the event will be repaired with the cost billed to the Lessee. Lessor may perform housekeeping after the event is held if the Lessee has failed to do so and Lessee will be charged accordingly.

7. All temporary structures, frames, booths, etc., shall be removed within twenty-four (24) hours after event is over. Anything left after that time becomes the property of the Lessor to dispose of. Lessor may perform housekeeping after the event is held if the Lessee has failed to do so and Lessee will be charged accordingly.

8. Alcoholic or similar intoxicating beverages shall not be kept or sold by the Lessee or any of their employees within the grounds of the Kootenai County Fairgrounds without consent of Lessor and proper credentials. In cases where a food vendor/caterer has been hired by Lessee, food vendor/caterer will provide copy of liquor distribution permit or license to Fairgrounds Office prior to move-in.

9. Illegal drugs and other addictive substances of all kinds will not be permitted on Fairgrounds at any time.

10. Comply fully with all laws and ordinances of the Kootenai County Fire Protection District No. 1 and all state, federal and local laws.

11. Agree to furnish security/law enforcement protection at its own expense as the Lessor deems reasonably necessary for the safety and protection of event patrons, buildings and valuable displays during the event both day and night.

12. Solicitation on Fairgrounds, distribution of hand bills, literature or advertising by any individual or organization is strictly prohibited. No tacking or posting of advertising bills, cards, etc. will be permitted on any building, power poles, cars or elsewhere. All organizations, religious groups and commercial exhibitors wishing to solicit, distribute literature or advertising matter must rent grounds or building at the going rate and must confine solicitations, distribution of all hand bills and literature to the space rented. No walking exhibits will be allowed on the grounds.

III. ADDITIONAL TERMS

1. HOURS OF OPERATION: Fairgrounds buildings and grounds shall be open for events from 7 am to midnight, unless prior written approval is obtained from Fairgrounds Manager. Absent prior written approval from Fairgrounds Manager, access to or rights to use or occupy the buildings or grounds on the "date of event" listed on Page 1 shall end at midnight of that day.

2. SOUND SYSTEMS: Use of sound amplification or public-address systems will not be permitted except by special arrangement and prior written approval from the Fairgrounds Manager.

Dated this _____ day of _____, 2018.

LESSEE:	**Kootenai County Saddle Club**	LESSOR:	**The Fairgrounds - Kootenai County**
Signature:	X _____	By:	_____
Name printed:	Amanda Alden		Authorized Representative
Address:	904 E Teton Avenue		
City/State/Zip:	Athol, ID 83801		
Telephone:	(208) 964-1083	Fax:	
Email:	a.alden17@gmail.com	Web Site:	

PLEASE SIGN CONTRACT AND RETURN TO THE FAIRGROUNDS OFFICE WITH DEPOSIT. UPON RECEIVING PAPERWORK AND DEPOSIT, A RECEIPT, COPY OF THE CONTRACT SIGNED BY A FAIRGROUNDS REPRESENTATIVE, AND EVENT CHECKLIST FORM WILL BE SENT TO YOU.

OFFICE USE ONLY

Contract Received____/____/____ EIF Received____/____/____ Deposit Paid____/____/____ $_____ Insurance____/____/____ Invoice Number_____

REV 2/2/18

4056 N. Government Way Coeur d'Alene, ID 83815

PHONE: (208)765-4969 ~ FAX: 208)765-3168
WEBSITE: www.northidahostatefair.com ~ EMAIL: fair@northidahostatefair.com

EVENT CHECKLIST FORM

This form is an **ADDENDUM TO THE BUILDING & GROUNDS RENTAL CONTRACT** dated February 2, 2018, between The Fairgrounds - Kootenai County (Lessor) and **Amanda Alden & Kootenai County Saddle Club(Lessee),** and must be completed and returned with signed Building & Grounds Rental Contract and deposit.

Type of event:	**Idaho State Omoksee**	***Note: The duration of a rental day is 7 am to midnight***
Date(s) of event:	**June 28th -30th, 2018**	
Move-in date(s) (for set-up only):	June 28, 2018	
Move-out date(s) (for clean-up only):	June 30, 2018	
Building and/or grounds area to be used:	North Arena	

Please take the time to complete this form for us. It is the best way for us to communicate your needs for your event. We use this sheet to set up your event and to answer questions from the public about your event. The more complete information we have, the better we can be prepared for your event.

THIS EVENT IS OPEN TO THE PUBLIC ☐ YES ☐ NO ANTICIPATED ATTENDANCE _____

HOURS OF THE *EVENT*	THIS EVENT WILL OPEN AT:			COST OF ADMISSION	IN ADVANCE $
	THIS EVENT WILL CLOSE AT:				AT THE DOOR $
ATTACH COPY OF FLYER AND/OR PRINT AD USED TO ADVERTISE THIS EVENT				COST OF PARKING	$
WEBSITE ADDRESS FOR MORE EVENT INFORMATION:					

Time of arrival to set-up event on June 28, 2018: _____ **Time that gates need to be opened:** _____

Time that clean-up is expected to be finished on June 30, 2018: _____

DESCRIBE *ALL* ACTIVITIES PLANNED FOR EACH AREA YOU HAVE LEASED

_____

_____

_____

FURNISHINGS

TABLES -

☐ Tables - 8' long $9.00 each _____

☐ Tables - 5' Round $ 9.00 each _____

☐ Tables - Picnic Wood $10.00 each _____

☐ Tables - Picnic Metal $10.00 each _____

☐ Tables – Bistro $10.00 each _____

☐ Linens - 8' Black Fitted $8.00 each _____

☐ Linens - 5' Round Black $8.00 each _____

CHAIRS -

☐ Chairs - Black Folding $1.50 each _____ ☐ Grey Folding $1.50 each _____

☐ Chairs – Metal Folding $1.50 each _____ ☐ Bar Stools $6.00 each _____

BENCHES

☐ Backless Benches $4.00 each _____

☐ New Wood Benches $7.00 each _____

PIPES AND DRAPES

MUST PROVIDE DESIRED LAYOUT AT LEAST 5 WORKING DAYS IN ADVANCE OF MOVE-IN

☐ 8' tall x 6' wide section $1.00 per lineal foot **(Desired amount _____)**

☐ 8' tall x 10' wide section $1.00 per lineal foot **(Desired amount _____)**

☐ 3' tall x 6' wide section $1.00 per lineal foot **(Desired amount _____)**

3' tall x 10' wide section $1.00 per lineal foot **(Desired amount _____)**

☐ 10' X 8' Booth size for Trade Shows $25.00 per Trade Show booth, additional $1.00 per lineal foot

BLEACHERS

- Small bleachers have five 15-foot rows (seating for 50)
- Large bleachers have ten 15-foot rows (seating for 100): These come in 2 pieces – typically rented only in warm weather months
- Will need 3-4 days' notice for movement to area and set up

☐ Small Bleachers $50.00 **(Desired amount _____)** ☐ Large bleachers $150.00 **(Desired amount _____)**

EXTRAS

☐ Sound system – Speakers, microphone, and mic stand
☐ Small - $25.00 per day ☐ Large - $50.00 per day

☐ Coffee Pots – Coffee is NOT included; Pots must be emptied and rinsed out
☐ 30 cup $10.00 ☐ 100 cup $30.00 **(Desired amount _____)**

☐ Slot wall dividers (need 3-4 day notice for movement to area)
8' wide on casters $15.00 **(Desired amount _____)**
4'wide – no casters $10.00 **(Desired amount _____)**

☐ 10'x 30' Carports $75.00 **(Desired amount _____)**

☐ Outdoor Patio Heaters $50.00 each **(Desired amount _____)**

☐ Staging $30.00 per 4'x8' section *Maximum size 24'x32' **(Desired amount _____)**

☐ Crowd control barriers $5.00 each - 8' sections **(Desired amount _____)**

☐ Additional reader board $10.00 per panel per run day **(Desired amount _____)**

☐ Refuse $25.00 per 2-yard dumpster / Larger dumpsters charged by weight **(Desired amount _____)**

☐ Podium $20.00

☐ Gas (Building heat) $1.00 per therm used **(Meter readings taken at move-in and move-out)**

LESSEE:	**Idaho State Saddle Club**	LESSOR:	**The Fairgrounds - Kootenai County**
Signature:	X	By:	
Name printed:	Amanda Alden		Authorized Representative
Address:	904 E Teton Avenue		
City/State/Zip:	Athol, ID 83801		
Telephone:	(208) 964-1083	Fax:	
Email address:	a.alden17@gmail.com	Website:	

PLEASE SIGN AND RETURN TO THE FAIRGROUNDS OFFICE WITH SIGNED CONTRACTS AND DEPOSIT.
FAILURE TO RETURN THIS COMPLETED FORM OR OMISSION OR FALSIFICATION OF REQUESTED INFORMATION ON THIS FORM WILL VOID THIS CONTRACT ENTIRELY.

THANK YOU!

KALIFF INSURANCE
2009 NW Military HWY - No. 103; San Antonio, TX 78213
Phone: 210-829-7634 Fax: 210-829-7636
E-mail: madge@kaliff.com

THE FAIRGROUNDS 2018 USER LIABILITY APPLICATION

ITEMS LISTED BELOW ARE NOT ACCEPTABLE FOR ENDORSEMENT

Permanent Tattoos • Body Piercing & Massages • Haunted Houses • Concerts/Promoters/Performers • Playground Equipment
Wheelchair/Stroller Rentals • Gun Shows • Climbing Walls • Inflatable Amusements (includes Moonwalks, Bounces & Pillows)
Amusement Rides/Devices (includes Gyroscopes & Space balls) • Child Care • Sales of Tobacco Products, Autos or Auto Parts
Rodeo Events • Motorsports Events • Ice/Roller Skating

ITEMS LISTED BELOW REQUIRE ADDITIONAL PREMIUM & SHOULD BE APPROVED BEFORE ACCEPTANCE FOR ENDORSEMENT

Liquor Liability • Pony Rides • Petting Zoos • Exotic Animals • Game Booths/Arcades • Dunking Booths Golf Carts/Scooters, Segway's

ENDORSEMENT REQUEST FORM	
DATE SIGNED:	
EVENT CONTRACT NAME:	BY North Idaho State Fair board - User Liability
INSURED NAME (If different than above):	
TYPE OF EVENT or PRODUCT/SERVICE PROVIDED	
EVENT DATE(S)	ESTIMATED ATTENDANCE
PREMIUM TOTAL: $_____	
MAKE CASHIERS CHECK OR MONEY ORDER PAYABLE TO: KALIFF INSURANCE	

KALIFF SPECIAL EVENT PRICING

Meetings • Weddings • Picnics • Socials • Dinners • Trade Shows • Small Animal Shows & Clinics

TOTAL ATTENDANCE	PREMIUM	EVENTS PER DAYS	PREMIUM
Under 200	$82	Trade Shows (i.e. gun & coin shows)	$133/day
201 - 500	$113	Horse/Cattle Sales	$102/day
501 - 1,500	$145	Horse/Cattle Shows	$133/day
1,501 - 3,000	$209		
3,001 - 5,000	$275		
5,001 - 7,500	$340		
7,501 - 10,000	$395		
Over 10,000	please call		