

# BIG SKY HORSE PARK

## User Agreement for Clinics & Shows



Welcome to the Big Sky Horse Park! Thank you for your interest in bringing your Event to our facility. Whether you're an old pro at planning shows or this is your first time, we want to make sure that everyone is given the proper tools to plan a successful event, as well as follow the park guidelines. Part of our commitment to making this park a better place is to offer our assistance where needed. Please let us know if you need suggestions or help along the way!

Select your date and name your Event. Our policy is that your event will be posted on the park calendar once you have submitted your paperwork (see attached), have paid your deposit, and we have confirmed that your date of choice is available. **Tierney Wheaton is our Events Coordinator, and her contact information is: tierneywheaton@gmail.com.** Please work with the coordinator throughout your event planning process.

We require your reconciliation documents be turned in within a MAXIMUM of ten days from the conclusion of your Event. This allows us to process payments, conduct any inspections in a timely fashion and return your deposits as soon as possible. Please use the checklist on page two to ensure you have submitted all the documents required to host an Event at the Big Sky Horse Park:

We can assist you with details such as the following:

1. Information required on attendee registration forms
2. Requirements & rentals for additional portable toilets
3. Watering & dragging arena, requirements and fees
4. Use of PA system
5. Available arenas and jumps
5. Stall management
6. Any additional questions about planning your show

Thank you for hosting your show with us!

Sincerely,

Lynn Thee, President, Missoula Horse Council - Big Sky Horse Park  
406-396-1302 - lynn-thee@hotmail.com

I have read and understand these terms and regulations for using the facilities at Big Sky Horse Park.

*By signing below, and initialing the top of each page in this packet, I certify that I understand and accept that the Missoula Horse Council, Inc, Big Sky Horse Park and Missoula County Parks, Trails & Open Lands are held harmless and not responsible for any injury, damage or loss to any person, animal or property because of the use of these facilities.*

Signature of Show Manager: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Date: \_\_\_\_\_

**BIG SKY HORSE PARK**  
**USER AGREEMENT FOR CLINICS & SHOWS**

1. To arrange for all participants in the event to sign a waiver releasing the organizer of the event, Missoula Horse Council, dba Big Sky Horse Park (MHC) and Missoula County from liability for injury or damages resulting from the event activity.
2. To have liability insurance for the event and to provide Missoula Horse Council a certificate of insurance in advance of the event that lists the **Missoula Horse Council mailed to PO Box 3841, Missoula MT 59806**; and, **Missoula County Parks, Trails & Open Lands, mailed to 200 W Broadway, Missoula MT 59802**, as additional named insured parties.
3. To pay fees as set forth in accompanying fee schedule.
4. To notify the MHC at least one month in advance of the Event. Events with a previous year's date must submit date requests prior to the Missoula Horse Council March meeting to have a preference of dates over new dates requested. Otherwise the date may be forfeited. Requests must be submitted with fees, deposits and a signed copy of this agreement to guarantee the date.
5. To order and pay for a second portable toilet, for use in addition to the Parks permanent toilet, at the event.
6. To gather all garbage from all areas in use during the event. This includes removing garbage bags from the trash barrels located throughout the area of use and placing them in the dumpster provided.
7. To clean up hay and manure left from all areas used during the event.
8. To notify concessionaires that they are subject to Missoula County Health Department regulations.
9. To designate a person from user's organization who will be responsible for obtaining and returning all keys to the appointed Horse Council member and obtaining and returning all keys to the appointed Horse Council member.
10. To return all equipment to proper storage, to turn off lights, P.A. system, and pumps, and to lock facilities.
11. To accept responsibility for any damage and to pay for repairs. NOTE: Damage to stalls, including flooring (i.e. digging holes), will result in deposit being revoked.
12. To ensure that all dogs are on leash and that no horses are tied to the arenas.
13. To encourage participants to become members of the Big Sky Horse Park. Membership dues help maintain and improve the park, and all access to one of the region's foremost equestrian facilities.

14. To submit final accounting to BSHP postmarked no later than 10 working days from show date.

**RENTER INFORMATION AND SIGNATURE:**

By signing below, event organizer(s) agree to the terms of this Agreement. The contract will take effect upon receipt of the required Facility Deposits. All fees must be paid prior to return of any deposits.

I have read and agree to the stipulations set forth in the USER AGREEMENT FOR CLINICS & SHOWS at the BIG SKY HORSE PARK. I understand and accept that the Missoula Horse Council, Inc., Big Sky Horse Park and Missoula County Parks, Trails & Open Lands are held harmless and not responsible for any injury, damage or loss to any person, animal or property because of the use of these facilities.

Signature of Show Manager \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

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

Show Manager: (if Different) \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Cell Phone (if Different): \_\_\_\_\_

Email: \_\_\_\_\_

Please make checks payable & mail to:

Missoula Horse Council

PO Box 3841 Missoula, MT 59806-3841

NOTE: Returned NSF checks subject to \$25 reprocessing fee.

Physical Location:

BIG SKY HORSE PARK / 3500 North Ave., Missoula, MT 59804 [www.bigskyhorsepark.org](http://www.bigskyhorsepark.org)

# BIG SKY HORSE PARK

## User Agreement for Clinics & Shows



Name \_\_\_\_\_ Email \_\_\_\_\_  
 Organization \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_  
 Date(s) of Event \_\_\_\_\_

ARENAS:	Subtotal		
Main Arena (Announcer's Stand, Office Space, and PA System)	\$150/day	# days _____	\$ _____
Main Arena (Arena Only)	\$100/day	# days _____	\$ _____
Western Events Arena	\$100/day	# days _____	\$ _____
Dressage Arena, Large	\$50/day	# days _____	\$ _____
Dressage Arena, Small	\$50/day	# days _____	\$ _____
4-H Arena	\$50/day	# days _____	\$ _____

Arena rental fees include morning and mid-day prep work: irrigation and arena grooming.  
 Please allow 1.5 hours for afternoon prep work.  
 Use of the round pen and warm up areas are included in all arena rentals.

Cross Country Course – Please contact Tierney Wheaton: [tierneywheaton@gmail.com](mailto:tierneywheaton@gmail.com)

### SUPPORT EQUIPMENT AND ACTIVITIES:

Additional Arena Watering and Grading	\$20/1.5 hr. minimum	# days _____	\$ _____
PA System	\$50/day	# days _____	\$ _____
Electric Eye	\$50/day	# days _____	\$ _____
Hunter/Jumper Stadium Jumps	\$25/day/stall	# stalls _____	\$ _____
Stall with 1 bag of shavings	\$25/day/stall	# days _____	\$ _____
Extra Bag of Shavings	\$10/bag	# bags _____	\$ _____
Electrical Hookup for RV	\$15/day	# days _____	\$ _____

### DEPOSITS: (Checks will be held until after inspection following event.)

Key (For Main Arena Announcer Stand)	\$25	\$ _____
Damage & Cleanup per Event	\$350	\$ _____
Stadium Jump Deposit	\$200	\$ _____
Stall Fees	\$500	\$ _____

Note: Any stall unlocked for your event will be charged to the show.

**TOTAL DEPOSITS: \$ \_\_\_\_\_<sup>1</sup>**

<sup>1</sup> Please attach Certificate of Insurance and Deposits with this Facility Agreement.

# BIG SKY HORSE PARK

## User Agreement for Clinics& Shows



Contact Events Coordinator, Tierney Wheaton, [tierneywheaton@gmail.com](mailto:tierneywheaton@gmail.com), for any questions and to reserve any of these facilities. Make Checks payable to Big Sky Horse Park (BSHP), and mail this agreement and checks to: BSHP, PO Box 3841, Missoula, Montana 59806. Returned checks are subject to \$25 reprocessing fee. All prices are subject to change.