



Galveston County Parks & Cultural Services
4102 Main Street (FM 519), La Marque, TX 77568
Office Hours: Monday-Friday; 8am-5pm
www.galvestoncountytexas.gov / 409-934-8100
RODEO ARENA APPLICATION

Dear Potential Renter,

Thank you for your interest in a Galveston County facility for your upcoming event. Before you book with us, we would like to go over a few matters relative to arena rentals to assist you with your event planning.

The attached application is your rental contract; therefore all information presented on the application will be considered accurate and final. If you find any mistakes, please contact the permit office as soon as possible.

The arenas are prepped based on the information provided in your application including preparation technique (watered, watered & dragged, flat, etc.) and the depth of the loose material. In general circumstances, arenas are closed the day before a private rental and prepared. Once prepared, the arena is locked down until the contracted rental time on the application/contract. Arena dirt is "as is" unless paid permit is for a minimum of four (4) hours or a multi-day event.

Restrooms are cleaned and stocked prior to private rentals and the cleaning of the facility is the responsibility of the renter. Trash is also the responsibility of the renter. In the event that more supplies are needed, a call-out number for the day(s) of your event will be provided.

Arena steward services, including tractor and drag services are not available. If you require these services, you must provide your own equipment and personnel.

Security is required for public/special events and private events that have an estimated attendance of 100 or more persons, have alcohol, or events that charge admission/registration fees, have live bands, DJs or amplified music. Please see the security requirements on page 5 of the application for more details.

General liability insurance is also a requirement. Please see page 4 of the attached application for more details.

For events that end after curfew at 11pm, permission must be obtained by the Director of Parks & Cultural Services to extend your hours and if approved, a \$30/hour electricity fee will be assessed. Lights are not available to be left on once your contract time ends, please plan accordingly. In the event that lights are left on in the arena after your rental ends and notification is made to the Parks & Cultural Services Department, we may retain your damage and/or clean-up deposit.

Potential renters must schedule an appointment with the Rental Permit Supervisor in order to book an arena. Please call 409-934-8102, M-F from 8am-5pm to do so or email: program-info@co.galveston.tx.us

We look forward to working with you!



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Set-Up Date: _____ Start time: _____ End Time: _____

Event Date(s): _____ Start time: _____ End Time: _____

*Event Date(s): _____ Start time: _____ End Time: _____
(Two-day event) / add additional line for 3+ day event

Break-down Date: _____ Start time: _____ End Time: _____
Reservations can only be made 12 months in advance.

Park Requested (circle): Jack Brooks Park Runge Park

Facility/Facilities Requested (circle): Covered Arena Uncovered Arena

Type of event: _____ Concert _____ Cook-Off _____ Barrel Racing
_____ Calf-Roping _____ Circus/Carnival _____ Company Picnic
_____ Team Roping _____ Steer Wrestling _____ Bull riding
_____ Horse Show _____ 4-H Show _____ Dog Show
_____ Other: _____

*Estimated # attending event: _____ (include vendors, staff, volunteers and participants)

Are you charging admission fees for spectators at the event? YES NO

Descriptive summary of the event (attach additional sheets if necessary): _____

Parking: what areas of the facility are you requesting for trailer parking? _____

Name of Applicant: _____ (Photo ID req. / age 21+)

Company Name (if applicable): _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Email address: _____

Cell Phone () _____ Other Phone () _____

Event Day Contact Name: _____ Phone () _____



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Reservation Definitions: Rodeos contain a combination of at least two of the following events: barrel racing, calf roping, team roping, steer roping, steer wrestling, saddle bronco riding, bareback riding and bull riding. The Arena may not be permitted for any one of the following events unless they are part of an official Rodeo: steer roping, saddle bronco riding, bareback riding, bull riding).

UNAVAILABLE DATES:

Please note that the Rodeo Arena at Jack Brooks Park is unavailable for rental for the five week period beginning two weeks preceding (3 Saturdays prior to the fair) the Annual Fair and Rodeo including the two weeks of the event and one week following the event, six other scheduled events, Wednesday and Thursday each week in June and July.

No rodeos may be scheduled at any Facility in Jack Brooks Park within the 60-day period preceding the beginning of the Galveston County Fair and Rodeo each year.

REQUIRED ATTACHMENTS - Use the blank space as a check list before submitting your Application.

____ **Utilities:**

Will you need electricity? ____ YES ____ NO

Electricity for: _____

Will you need access to water? ____ YES ____ NO

Water for: _____

Lights: Will you need the main covered arena lights at Jack Brooks Park turned on?

____ Yes; If yes, what time? _____ am / pm (circle) to _____ am / pm (circle)

____ **Announcer Booth:** Will you need access to the *Announcer Booth at the Jack Brooks Covered Arena (Eddie Moore Arena)?

____ Yes; if yes, what times: _____ am to _____ pm

____ No

*Please note that the Permit Holder must bring their own sound equipment/PA System.

____ **Arena Dirt:** How do you need the dirt in the arena set for your event? Please check.

____ No special needs ____ Watered ____ Watered and dragged

____ Flat ____ Other: _____

*Please note that tractor/drag services are not included or offered as part of your rental.

____ **Depth of Loose Material:** What is your preferred depth of loose material? This depth is how the arena dirt will be prepared prior to the start of your rental contract times.



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REQUIRED ATTACHMENTS - Continued

Insurance Requirements: Public liability and property damage insurance is required for all athletic user groups, amusement vendors (i.e. moonwalks), special event organizers producing events that are open to the public, and for-profit commercial vendors, otherwise known as "vendor" in the amounts set forth below. Insurance must be issued by a casualty company authorized to do business in the State of Texas, and in standard form approved by the Board of Insurance Commissioners of the State of Texas, with coverage provisions insuring the public from any loss or damage that may arise to any person or property by reason of the acts or omissions of the vendor.

Vendor shall at its own expense be required to carry the following minimum insurance coverage:

- For damages arising out of bodily injury to or death of one person in any one occurrence – one hundred thousand and no/100 dollars (\$100,000.00);
- For damages arising out of bodily injury to or death of two or more persons in any one occurrence – three hundred thousand and no/100 dollars (\$300,000.00);
- For injury to or destruction of property in any one occurrence – one hundred thousand and no/100 dollars (\$100,000.00);
- Alcohol - If alcoholic beverages are sold, served, or allowed to be consumed during the event, the insurance certificate must state specifically that it also covers any losses resulting from the consumption of alcohol at the event.
- \$1,000,000.00 coverage is required for all rodeos, horse shows, 4-H shows, barrel racing, calf roping, team roping, steer wrestling, bull riding, or any other event involving livestock.
- Permit holders are required to furnish the Department proof (certificate of insurance) of insurance coverage insuring contestants against bodily injury (RODEO EVENTS ONLY).

Certificate Holder:

The Certificate Holder is: The County of Galveston, 722 Moody (21st Street), Galveston, TX 77550

Additional Insured Required:

The County of Galveston shall be named as additional insured on policies listed in subparagraphs above and shall be notified of any changes to the policy(ies).

General requirements:

- Insurance is to be placed with insurers having a Best rating of no less than A.
- The vendor shall furnish the County with certificates of insurance and original endorsements affecting coverage required by these insurance clauses.
- The insurance certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf.
- Proof of insurance must be provided at least five (5) business days before the start of the event, athletic season, or first permitted date, or the permit/event will be cancelled.
- The County reserves the right to pursue other remedies permitted by law or in equity.
- In no event shall the County be liable for any damage to or destruction of any property belonging to the event organizer/vendor unless specified in writing and agreed upon by both parties.



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REQUIRED ATTACHMENTS - Continued

_____ **Ticket Booths** Use of the on-site ticket booths must be requested through the Galveston County Fair & Rodeo. Please call 409-986-6010.

_____ **Sign-up Booth (located under Announcer Booth)**

Will you need access to the sign-up booth? _____ YES _____ NO

Times access will be needed: _____ AM/PM _____ AM/PM (circle)

_____ **Security:** The applicant is responsible for adequate security for the permitted event, including crowd control, emergency response access and safeguarding the applicant and park property.

Security: Uniformed "Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE) certified Peace Officers, with the exception of reserve Peace Officers, employed by Law enforcement agencies located within Galveston County are required for any Public, Special Event or Company Picnic with alcohol or an estimated attendance of 100 or more, any Mass Gathering, or a Private Event with an estimated attendance of 100 or more, private events in which alcohol is present, or an event with admission fees, live bands, and DJs or amplified music.

The minimum number of Peace Officers required for events with alcohol is two for the first 199 people in attendance; of the two, one of the required Peace Officers must be a TCLEOSE Certified Galveston County Sheriff's Deputy or a Galveston County Constable. If an Event exceeds the attendance as defined below, one additional Officer for each additional 100 people in attendance is required. The Park Patrol Security Supervisor may require additional peace officers, if in their opinion, it appears such additional officers are warranted and can do so at a minimum of up to 24 hours in advance of the Event. Security is paid when the event begins (not during set-up) until the last event attendee leaves the facility. If officers arrive and the event has already begun, payment for each officer will be due according to the hours of the permit (retroactive).

It is the Applicant's responsibility to make arrangements for Security by contacting the Park Patrol Security Supervisor, during normal business hours (M-F; 8am-5pm) at either (409) 934-8122 or via cell phone at (409) 771-5855. Arrangements for Security under normal circumstances should be made 30 calendar days in advance.

NO ALCOHOL AT THE EVENT	EVENTS WITH ALCOHOL
1-99 = No Officer	1-199 = 2 Officers
100-199 = 1 Officer	200-299 = 3 Officers
200-299 = 2 Officers	300-399 = 4 Officers
300-399 = 3 Officers	400-499 = 5 Officers

**SITE RESERVATION FEES -
FEES ARE DUE AT THE TIME THE RESERVATION IS MADE**

Arena Hours 7:30am - 10:00pm / Daylight Savings Time 7:30am - 11:00pm

Reservations can be made up to one (1) year in advance but no less than fourteen (14) days

SITE RESERVATION FEES – COVERED ARENA AT JACK BROOKS & RUNGE PARK

Event Type	Hourly Rate	Deposit Amount
Private & Free Events	\$50.00	No deposit
Events charging admission/gate fees	\$50.00	Equal to the amount of the rental fee \$

ADDITIONAL FEES

Other events held outside normal arena operating hours will be assessed a **\$30 per hour fee during non-regular hours.**

OPEN AIR ARENAS AT JACK BROOKS & RUNGE PARK

The open air arenas are open daily for public ride free of charge.



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Rodeo Arena Contract: The undersigned applies for a rodeo arena permit and agrees to the regulations listed below as established by the Galveston County Department of Parks and Senior Services.

1. Please have your Permit in possession during your use of the permitted facility.
2. Cancellations: If applicant wishes to cancel the event, the notification must be given in writing at least 14-calendar in advance. Failure to comply with these deadlines will result in the forfeiture of user fees. Refunds will be processed through the County's accounts payable division and mailed to the permit holder in approximately 45-60 days after the conclusion of the event. Unfortunately, refund checks are not able to be picked up in person.
3. Concession Stands, exhibit booths, tents, awnings, and/or similar support structures may not be attached to, set against, or situated so as to damage any wall, column, tree, post, light standard or any other arena amenity.
4. Deposits: All damage/clean up deposits are required in advance for the event. The Applicant must leave the Site in good or better condition that existed before the event. Following the conclusion of the event all or part of the deposit may be refunded, depending upon the condition in which the facility, grounds or beach area and surrounding areas are left. If the facility, grounds, beach or dunes located on the beach area are damaged or not thoroughly cleaned, the applicant agrees, as a condition of the issuance of the Permit to pay such additional charges as are assessed by the Department or claim filed against the applicant's insurance carrier. A Facility Data Report must be completed with the Parks Department prior to the event set-up. This is for the applicant's benefit to note any damage or unclean areas and should be brought to the Parks Department's attention. Failure to note such on the form may result in such items becoming the responsibility of the applicant. Deposit refunds will be processed through the County's accounts payable division and mailed to the permit holder in approximately 45-60 days after the conclusion of the event. Unfortunately, deposit checks are not able to be picked up in person.
7. Trash: Applicant agrees to pick up trash and litter during and after all events. Events are required to remove bags of trash from the Site the same day as the event. Failure to remove trash/litter may result in forfeiture of all or part of the Applicant's deposit. In addition, the Applicant may be responsible for other costs incurred by the Department for the removal of trash/litter from the site.
8. Recognized Holidays & Other Unavailable Dates: Facilities cannot be permitted on County holidays. County holidays are: New Years Day, Good Friday, Easter Sunday, July 4th, Veterans Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve and Christmas Day; the facility may not be available the Friday prior or Monday after the holiday in accordance with the County's Holiday schedule. County Holidays are subject to change. Martin Luther King, Jr. Day, Memorial Day and Labor Day will be available to permit subject to staff availability and with an additional overtime rate of \$30.00 per hour.
9. No banners, flags, temporary signs, or similar visual effects may be attached to lights, sign posts, trees or secured by stapling, taping, nailing, or other means that may cause damage to park structures or amenities. Rice, birdseed, confetti, silly string, pinatas and glitter are not allowed.
10. Permits that extend beyond park hours are subject to an overtime fee.
11. No glass containers are allowed.



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12. Alcohol restrictions: The only types of alcohol that may be consumed in County park facilities are wine and beer; liquor is prohibited.
13. All electrical connections and hook-ups installed by the applicant must meet appropriate safety and city or county code requirements. Arena permits are issued for the use of existing electrical systems and outlets only. If the existing electrical system does not meet the event's needs, then the applicant must contract this service with a firm/individual who has a Master Electrician/Electrical Contractor License issued by the City within the park/facility boundaries fall. Such contractor will be responsible for obtaining the necessary permit(s), as well as installation and removal of any temporary power source per article 305 of the National Electrical Code and any city or county codes that pertain. Total amperage required by the applicant may not exceed safe capacity of existing park service. A copy of the electrical permit must be provided before any temporary electrical connection is made (see page 3).
14. Existing faucets or hose bibs may be used for water connections, but no temporary connections or modifications to the park's water supply may be made without prior approval.
15. Adherence to the date and time allotments of this application/permit are mandatory, and is inclusive of set-up, strike and clean-up.
16. Please note that should the County need to utilize the arena for any reason, Applicant will be given notice at the earliest opportunity and User Fees will be refunded.
17. Failure to abide by any of these General Conditions will automatically revoke the Permit and cancel the Reservation. All policies and fees in this application are subject to change.

I will abide by the signed contract and have notified the Parks Department of any plans and conditions that may affect the fees charged on this application/permit. All other costs associated with or necessitated by the conduct of this event shall be borne by the applicant.

Signature of Applicant

Date

Printed Name



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Checklist / Notes:

For Office Staff Only:

Staff Initials: _____ Permit #: _____

Deposit Fee Paid: _____ Method of Payment: Cash MO# _____
Date: _____ Check# _____ CC

Clean-Up Fee Paid: _____ Method of Payment: Cash MO# _____
Date: _____ Check# _____ CC

User Fee Paid: _____ Method of Payment: Cash MO# _____
Date: _____ Check# _____ CC

Routed to Internal Departments: _____ Parks _____ GCSD _____ GCFR
_____ Permit Office _____ Director

Program Manager Checklist

Sound Booth: _____ Utilities: _____ Insurance: _____ Security Required: _____

Announcer Booth: _____ Sign-Up Booth: _____

GCPD Staff in charge: _____ Cell: _____

Route to Program Manager for signature and final review _____

Program Manager Signature: _____ Date: _____

NOTES/SPECIAL REQUESTS:

Facility Permitting Policy
Galveston County Department of Parks and Cultural Services
(Rodeo event definitions are based on Professional Rodeo Cowboy Association specifications).

Bareback riding: a rodeo event in which the rider begins with his feet placed above the horse's shoulder. Bareback riding is an eight-second ride during which time the rider must grasp the leather and rawhide rigging with one hand only. He is not allowed to touch the animal, himself, or any of his equipment with his free hand during the ride.

Barrel racing: a timed event, either as part of a rodeo or separate, in which a contestant enters a rodeo at full speed on a sprinting American Quarter Horse and rides a cloverleaf pattern around three barrels in the arena before sprinting back out of the arena.

Bull riding: a rodeo event in which a rider, holding a rigging with only one hand, attempts to stay on a bucking bull for eight seconds. Judging includes good body position, including use of the free arm. Spurring action is not required, but will add to a rider's score. The rider is not allowed to touch the animal, himself, or any of his equipment during the ride.

Calf roping: An event, either as part of a rodeo or separate, in which a calf is given a head start into the arena, with horse and rider giving chase. The contestant ropes the calf, dismounts the horse, catches and flanks the calf, tying three of the calf's legs together with a pigging string he has carried in his teeth. The calf must be standing before the flanking and tying occur. Upon completing the tie, the rider throws his hands into the air, remounts his horse, and allows the rope to go slack. If the calf kicks free within six seconds, the run is invalidated.

Concert: An event at which live, amplified music is performed, whether by solo performers or musical groups, with acoustic, electrical, or recorded accompaniment, or no accompaniment, and whether sponsored by a commercial or non-profit organization or entity.

Cook-off: A judged event at which teams compete against one another to win awards and/or points for cooking specified food items.

Dog show: a competitive event during which dogs are judged on appearance, response to commands, and sometimes athletic prowess to win awards and points for other competitions.

Horse show: Any of several equestrian events that could include, but are not limited to Western pleasure, English riding, side-saddle shows or competitions, walking horse exhibitions, dressage, steeple chase, or other jumping events.

Rodeo: A performance featuring such events as calf roping, barrel racing, bull riding, steer roping, and other events.

Saddle bronco riding: a rodeo event in which the rider begins with his feet over the bronc's (bucking horse's) shoulders to give the horse an advantage. Spurring action synchronized with the bronc's bucking, the rider's control, the length of his spurring stroke, and how hard the horse bucks are all judged. The rider may not touch the horse, himself, or any of his equipment with his free hand during the ride. Disqualification also results if either of the rider's feet slips out of its stirrups, if he drops the bronc rein, or if he does not have his feet in the proper position at the beginning of the ride.

Steer roping: A rodeo event, in which the rider lassos a steer around its horns, tosses the slack rope over the steer's right hip and rides to the left, bringing the steer to the ground. When the steer is lying on its side and the rope is taut, the rider dismounts and ties any three of the steer's legs. The steer must remain tied for six seconds after the tie is complete.

Steer wrestling: Also known as bulldogging, this is a rodeo event in which the wrestler on horseback starts from behind a barrier, beginning chase after the steer has been given a head start. The bulldogger is assisted by a "hazer", who keeps the steer running in a straight line. When the bulldogger's horse pulls even with the steer, he eases down the right side of the horse, grasps the steer's horns, and digs his heels (the bulldogger's heels, not the steers) into the dirt. The bulldogger turns the steer, lifting up on its right horn and pushing down with his left hand to tip the steer over. He must either bring the steer to a stop or change the direction of its body before the throw or be disqualified. The clock stops when the steer is on its side with all four legs pointing the same direction.

Team roping: An event, either as part of a rodeo or separate, in which a rider (header) charges out of the box on horseback, chases down a fast-racing steer, and ropes him around the neck or executes a horn neck catch. The "header" turns the steer to the left and his teammate, the "heeler", attempts to rope the steer's hind legs. When the steer is secured, the riders face each other on horseback on opposite sides of the steer with no slack in the rope.

Dear Renter,

Thank you for choosing Galveston County Parks for your function! In an effort to insure that your rental expectations and the County's requirements are met, we have park workers on duty.

Park Workers are responsible for the following matters relative to your function:

- Ensuring the facility is opened and closed at the times indicated on your contract
- Initial inspection of the facility
- Exchanging contact information with you in case any issues arise
- Notifying you of any issues that are discovered throughout the rental time
- Enforcement of all rental policies and procedures
- Restocking restroom supplies, if needed (no cleaning)
- Assisting you to find needed, available supplies
- Reminding you when one hour is left of your rental time
- Filling out incident/accident reports (if applicable)
- Final inspection walk through

As a Renter, we need your understanding and assistance on several matters that are critical to the success of your rental. Please discuss this important information with your guests and vendors/contractors:

- Galveston County facilities are non-smoking. Designated smoking areas are located outside of the facility.
- All equipment, decorations, food, etc. must be taken with the renter at the end of the rental. Items left at the facility will be disposed of.
- Clean up of the facility must be complete by the end of your rental time. It is recommended that cleaning begin one hour before the end of your rental. Cleaning supplies are provided and cleaning is mandatory or your deposit will be retained.

Should any issues arise during your rental, please contact your Parks Worker as soon as possible for assistance. The Parks Worker will immediately contact a supervisor if they are not available to satisfy your questions or concerns.

If during the event, a permit holder or their guests damage the facility, the park worker will notate the damage on a Facility Data Report (to be completed on the day of the rental). The renter will be contacted by Management regarding the damages and fees for restitution. The cost of damages will be taken out of the Renter's deposit. If costs to repair the damages are more than the deposit on file, the Renter will be responsible to make payment to Galveston County Parks for the remaining costs.

If facility is not cleaned upon permit holder leaving the facility, the deposit will be retained.

Thank you for your immediate attention regarding this communication!

Renter/Permit Holder

Date