

Wet Mountain Valley Saddle Club
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**WET MOUNTAIN VALLEY SADDLE CLUB (WMVSC)
 LEASE AGREEMENT FOR BUILDING AND/OR ARENA**

If you need to check availability, see our [Saddle Club Event Calendar](#). For questions, please use the contact information above. Please read the Building Policies and Procedures on the following pages. Complete and return this form via mail or email. Mail the damage deposit check to the address above.

NAME OR ORGANIZATION _____

CONTACT PERSON _____ PHONE _____

ADDRESS _____

EMAIL _____

TYPE OF ACTIVITY _____

DATES/HOURS REQUESTED _____

<p>QTY SADDLE CLUB BUILDING*</p> <p>\$100 Damage Deposit required per event (checks will be deposited and reissued after inspection)</p> <p>___ \$50 per hour**</p> <p>___ \$50 per day Heating Surcharge for rentals scheduled Oct. 1st – April 30th</p> <p>___ \$500 per day 12+ hours**</p> <p>___ \$900 per day for a Business **</p>	<p>QTY ARENA*</p> <p>\$200 Damage Deposit required (checks will be deposited and reissued after inspection)</p> <p>___ \$500 per day**</p> <p>___ \$25 per hour Light use surcharge</p> <p>___ \$200 per day Grooming surcharge (this will be by a WMVSC board member)</p> <p>A WMVSC MEMBER WILL BE ON SITE OR REACHABLE DURING ALL ARENA RENTALS</p>
<p>QTY BUILDING AND ARENA*</p> <p>\$300 Damage Deposit required (checks will be deposited and reissued after inspection of facilities)</p> <p>___ \$900 per day** Please mark above for the options needed for the building and the arena.</p> <p>A WMVSC MEMBER WILL BE ON SITE OR REACHABLE DURING ALL ARENA RENTALS</p>	

*** CERTIFICATE OF LIABILITY INSURANCE (COI) OF AT LEAST \$1,000,000 NAMING "THE WET MOUNTAIN VALLEY SADDLE CLUB" AS THE CERTIFICATE HOLDER MUST BE PROVIDED BEFORE ANY ARENA LEASE OR ANY BUSINESS LEASE OF THE WMVSC BUILDING AND/OR GROUNDS**

**Discount available: 25% for Saddle Club Members or 15% for Non-Profit Organizations

\$ _____ FEE TOTAL \$ _____ DEPOSIT \$ _____ GRAND TOTAL

Deposit received date _____ Deposit returned date _____ Saddle Club representative _____

By signing this agreement, you understand that the WMVSC is not liable for injuries or accidents which occur during the above activities. WMVSC reserves the first right of consideration to host any concession or alcohol sales for any event. If alcoholic beverage sales are approved, the leasee is responsible for obtaining all appropriate permits or licenses and COI; copies are required before the event.

Leasing Representative signature and printed name

Date

WMVSC Representative signature and printed name

Date

WET MOUNTAIN VALLEY SADDLE CLUB

BUILDING POLICIES & PROCEDURES

OPENING:

- Lights are located on the left as you enter the kitchen, to the left of the refrigerator
- Heat thermostats are located on the wall above stage and closet wall next to garage door
- Light bulb under kitchen sink is to stay on – switch is by the stove top that turns it on/off
- Heaters in bathrooms also stay on

CLOSING:

- Please be sure to turn both building heaters to 50 degrees
- Clean and check bathroom supplies (toilet tissue, trash bags, etc.) and no garbage in pails
- Doors to bathrooms are closed, bathroom heaters are on
- Garbage is placed in dumpster; new bags are placed into trash containers
- Tables and chairs put away, floors are swept
- Kitchen is clean, kitchen light bulb under sink is on
- If you have used the sound equipment, check that it is off, and microphone is with the system
- Garage door and east door to the right are shut and locked
- Lights are off
- Please be sure to pull the door shut and double check that it is shut and locked

IMPORTANT RULES

- **PLEASE DO NOT DRAG ANY TABLES & CHAIRS ON THE FLOOR, AS THIS WILL REMOVE THE PAINT**
- **DO NOT USE ANY CHAIRS THAT DO NOT HAVE RUBBER BOTTOMS ON FEET**
- **DO NOT USE ANY DUCT TAPE ON THE FLOOR, THIS WILL REMOVE THE PAINT**
- **USE CORD MATS LOCATED IN THE BROOM CLOSET TO COVER CORDS ON THE FLOOR**

ARENA POLICY AND PROCEDURES

- **Consult a Board Member**