

# ARENA

## RENTAL REQUIREMENTS

*Please note that arena is for equestrian related events only.*

**Deposit to secure date - \$300** deposit to secure arena. This amount will be applied to balance of rental and other related charges.

**Rental fee - \$320 per day**

**Additional fees – Tractor Fee: \$50/hr** (*\$25.00 minimum*)

**Stalls: \$15/day**

*Panels only allowed outside of fenced area.*

*Any modification to arena (restaking, panel set-up) will incur a \$15/hr charge.*

**Light Fee: \$75/day**

**RV: \$20/day**

**Insurance** – A million dollar (\$1,000,000) combined single limit liability insurance policy must be obtained. It must also name Lea County Fairgrounds as additionally insured. You may secure this policy at insurance of your choice. *A copy of this policy must be submitted to Fair Office before event.*

- *Western States Insurance 212 N. Love, Lovington 575-396-1318 (informational purposes only)*

**Concession Stands – North Concession: \$25/day South Concession: \$50/day**

*A copy of a valid food permit issued by the State of NM must be presented to the Fair Office before the event.*

For Temporary Food Permits log on to: [https://www.env.nm.gov/fod/Food\\_Program/applications.html](https://www.env.nm.gov/fod/Food_Program/applications.html)

If you have any questions or concerns, feel free to call the Fair Office and we will put you in contact with the District III Office. No glass containers are allowed on the premises.

**Staffing Charge** - \$15\* per hour charge for staff to be present at facilities during event. Business hours from 8 am – 5 pm Monday through Friday will not be charged. **After 5 pm and weekend hours will be charged.** Staff charges will be billed upon completion of event. \*Charge is PER staff

*Any event cancelled less than seven (7) days prior will not be given a deposit refund. Any checks returned by the bank, upon first presentation, for lack of sufficient funds or a closed account will constitute a violation of the contract. Payment equal to the amount of the returned check, plus a \$35.00 service charge must be made within three(3) days of receipt of such notification. Payment will be accepted only in cash, money order, or cashier's check. Paperwork must be turned in to office staff no later than three days prior to event. Any paperwork missing will be subject to cancellation of event.*

