



Department of Administration  
 Ozaukee County Administration Center  
 121 W. Main Street, P.O. Box 994  
 Port Washington, WI 53074-0994  
 Phone: (262) 284-8201 • 238-8201 (metro)  
 FAX: (262) 284-8100 • 238-8100 (metro)  
 Relay: 711

## Ozaukee County Horse Facility Rental Agreement

RESERVATION DATE(S): \_\_\_\_\_ RESERVATION TIME(S): \_\_\_\_\_  
 NAME OF APPLICANT \_\_\_\_\_  
 NAME OF BUSINESS/ORGANIZATION \_\_\_\_\_  
 MAILING ADDRESS \_\_\_\_\_  
 CITY/STATE/ZIP \_\_\_\_\_  
 CONTACT PHONE # \_\_\_\_\_  
 E-MAIL ADDRESS \_\_\_\_\_

PLEASE FILL OUT ON-LINE APPLICATION, FORWARD TO: [msheffield@co.ozaukee.wi.us](mailto:msheffield@co.ozaukee.wi.us)

### Description of Event:

- Include estimated number of participants, time or range of times, and any special needs.
- Please attach event brochure and/or pictures of past events, if available.
- Please attach additional sheets as necessary to describe the event and needs.

### Rental Group/Organization Responsibilities:

- Please return your application at least **30 days prior** to your requested reservation date.
- A **50% rental deposit** is required with the submission of your application. If your application is denied, or in the event the reservation is cancelled by the applicant within 7 calendar day of the event, the rental deposit will be returned in full. **The entire rental fee is required 5 working days prior to the event.**
- All Rental Agreements are to be returned along with deposit and Certificate of Liability Insurance to the Department of Administration within 30 days of Event.  
 Department of Administration  
 Port Washington Administration Building  
 121 W. Main Street  
 Port Washington, WI 53074
- The renter is responsible for all damages to the property and/or its contents. The sponsoring group must provide **\$1 million liability insurance**; either via separate policy for the rental event, or an insurance certificate naming Ozaukee County as a named and/or additional insured. The County does offer a tenant-user liability policy however animals need to be insured by organization renting the facilities and/or the owner.
- Provide a responsible person for a walk through before and after the event. Facilities and grounds must be left in satisfactory, “as is” condition.
- Any damage or excessive clean-up will result in maintenance billing, claim on the insurance carrier, and the loss of your group’s privilege to use the facility in the future.
- The information provided will be used to evaluate the rental application. Any material discrepancies as determined by Ozaukee County personnel will be used to nullify your reservation request.

**I acknowledge the above requirements for the group use of the Ozaukee County Facilities.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Ozaukee County Horse Facility Rental Terms

### Cost:

- \$600/day includes: electric, water, Youth Building restrooms, stall use (limited to 65 stalls), indoor & outdoor arenas, outdoor wash rack
- Optional fees:
  - Manure disposal - \$400.00 per event
  - Tractor, drag, and water wagon with operator– \$200.00/day
    - Includes 3 drags per day- all additional drags \$25.00 each
  - Announcers stand and sound system - \$100.00/event
  - Jumps, timer, and scoreboard - \$100.00/event
  - Overnight trailer stay with electrical hook-ups. - \$25.00 a night per RV (limited availability)

### Please mark the areas that are being requested:

\_\_\_\_\_ **\$600/day** includes: electric, water, Youth Building restrooms, stall use (limited to 65 stalls), indoor & outdoor arenas, outdoor wash rack.

\_\_\_\_\_ **Manure disposal - \$400.00/event**

\_\_\_\_\_ **Tractor, drag, and water wagon with operator– \$200/day**

*\*Includes 3 drags per day all additional drags \$25.00 each*

\_\_\_\_\_ **Announcers stand and sound system - \$100.00/event**

\_\_\_\_\_ **Jumps, timer, and scoreboard - \$100.00/event**

\_\_\_\_\_ **Overnight trailer stay with electrical hook-ups - \$25.00 a night per RV (if available)**

**Total Fees:** \_\_\_\_\_ **Deposit (50%):** \_\_\_\_\_ **Date** \_\_\_\_\_

**ACKNOWLEDGMENT:** I (renter) have read the foregoing Rental Agreement and Terms and agree to abide by them in their entirety. I further acknowledge and agree that I will be financially responsible for any and all damages that may occur during my use of the Ozaukee County Horse Facility, regardless of who caused the damage. Also, I will be responsible for the cleanup and will leave the facility in the same condition that I received it at the beginning of my rental.

Signature of Renter \_\_\_\_\_ Date \_\_\_\_\_

Signature of UWEX/4-H Representative \_\_\_\_\_ Date \_\_\_\_\_

Signature of Oz. County Marketing Coordinator \_\_\_\_\_ Date \_\_\_\_\_

### **FURTHER INFORMATION/QUESTIONS:**

**Mary Sheffield-Ozaukee County Marketing Coordinator - (262) 366-4736 or**  
[\*\*msheffield@co.ozaukee.wi.us\*\*](mailto:msheffield@co.ozaukee.wi.us)

### **MAIL/EMAIL COMPLETED APPLICATIONS TO:**

**Sales & Marketing Coordinator Mary Sheffield**  
**N94 W7302 Churchill Street**  
**Cedarburg, WI 53012**