



**Mandan Horse & Saddle Club**  
**Application for Sublease · Dale Pahlke Arena**  
**Dakota Community Bank & Trust Rodeo Grounds**  
**Dacotah Centennial Park**  
**2428 Longspur Trail, Mandan ND 58554**



Name of Requestor:	Organization:
Mailing Address:	Email Address:
Contact Phone Number:	Date Application Submitted:
Activity Date(s):	Hours of Arena Use:
Activity Description (including sanctioning organization, if applicable, events and any special needs):	
Which areas of facility are you interested in using? <input type="checkbox"/> Arena <input type="checkbox"/> Pavilion <input type="checkbox"/> Grandstands <input type="checkbox"/> Crow's Nest <input type="checkbox"/> Office Building <input type="checkbox"/> Ticket Office <input type="checkbox"/> Equipment Shed	

**REQUIREMENTS:**

- 1. Application Fee: \$50 application fee due with submittal of this form (to be applied**
- 2. Arena Rent: Rent and deposit are due at time of MHSC approval/contract signing.**

<input type="checkbox"/> \$500 Rent per day (plus \$500 deposit) for activities such as horseshows, timed event competitions, clinics, or horsemanship seminars (non-rough stock events) with a preference for registered Nonprofit Organizations <ul style="list-style-type: none"> <li>• No paid spectator/gate admissions;</li> <li>• All contestants under age 18 years;</li> <li>• Limited to 30 contestants or less; and</li> </ul>	<input type="checkbox"/> \$750 Rent per day (plus \$500 deposit) for activities such as horseshows, timed event competitions, clinics, or horsemanship seminars (non-rough stock events) <ul style="list-style-type: none"> <li>• No paid spectator/gate admissions.</li> </ul>
<input type="checkbox"/> \$1,000 Rent per day (plus \$500 deposit) for activities such as horseshows, timed event competitions, clinics, rodeos or any event involving rough stock (i.e. bull riding, bareback riding). <ul style="list-style-type: none"> <li>• Fewer than 1,000 paid spectators/day;</li> <li>• Alcohol sales allowed with ticket surcharge and permit (See # 13-14 below).</li> </ul>	<input type="checkbox"/> \$1,500 Rent per day (plus \$500 deposit) for activities such as rodeos or any event involving rough stock (i.e. bull riding, bareback riding). <ul style="list-style-type: none"> <li>• Up to 4,000 paid spectators/day;</li> <li>• Alcohol sales allowed with ticket surcharge and permit (See # 13-14 below).</li> </ul>
<b>NOTES:</b> <b>Subleasing Policy:</b> Arena sublease not effective until approved by MHSC Board of Directors.  <b>Co-Sanctioning Events:</b> The MHSC Board may approve co-sanctioned events without requiring rent or deposit if submitted 30 days in advance.	

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3. Cancellation Fee: Events cancelled after MHSC approval/contract signing and within 30 days from the activity date will incur a 50% deduction from the amount of the deposit. This does not apply to weather-related postponements.
4. **Deposit:** The deposit will be refundable in-full, provided there is no physical damage to equipment or buildings and all garbage and manure is cleaned up and arena rental rules (See Appendix A) are abided by and all items on the facility use checklist (See Appendix B) are addressed.
  - A. **Sublessee agrees to pay for any damages to the property or equipment exceeding the deposit.**
  - B. All cleanup shall occur within 24 hours of the completion of the activity or following final day of a multi-event activity. All livestock shall be removed from the facility within 12 hours of completion of the event. An additional rental day will be charged if either of these requirements are not met.
    - i. Garbage cleanup includes around the arena and emptying the garbage cans and placing garbage bags in a designated area for pickup by Park District personnel.
    - ii. Manure clean-up includes all parking and warm-up areas. Manure will be placed in manure stations for removal by Park District personnel.
  - C. All permanent facility and arena signage shall remain visible. Seasonal signage and banners displayed by the Mandan Horse and Saddle Club shall remain unless otherwise agreed upon.
  - D. Sublessee is to abide by all facility use rules.
5. **Proof of Insurance:** A Certificate of Insurance must be provided at least 5 days in advance of scheduled activity to the Mandan Horse and Saddle Club President and to the Mandan Park District Office at the addresses below:

Ashley Ross  
15780 52<sup>nd</sup> St NE  
Baldwin, ND 58521

Mandan Park District  
2600 46<sup>th</sup> Ave SE  
Mandan, ND 58554

***Sublessees are required to purchase spectator's liability coverage with a minimum of \$1 million coverage with the Mandan Horse and Saddle Club and the Mandan Park District as additional insured.***

6. **Sublease Includes:** The arena, grounds, panels, chutes, parking area, crow's nest, ticketing/admission building, office building, access to equipment shed, pavilion, sound system, tractor, tillage equipment, and use of utilities. **It does not include electric eye equipment, pen rentals or rental of camping spots with utility hook-ups. The MHSC will have two portable restrooms available between May 1 and Oct 31. Sublessees may wish to rent additional portable restrooms depending on the size of an event.**
7. **Guidance on ground preparation:** Sublessees must use MHSC-provided equipment or obtain approval from the president, arena directors, or facility managers for alternative equipment. Whenever possible, MHSC staking for barrel racing and other patterns should remain undisturbed.
8. **Pen Rentals:** Rental of pens shall remain under the operational control of the MHSC unless other arrangements are made. See [www.mandanhorseandsaddle.com/penrentals](http://www.mandanhorseandsaddle.com/penrentals) for rates and procedures.
9. Rental of camping spots with electric & water hook-ups. The Bismarck Mandan Stock Car Association's lease of the Dacotah Speedway gives it operational control. Reserve online at [www.dacotahspeedway.net/fans/campground.aspx](http://www.dacotahspeedway.net/fans/campground.aspx). Questions? Call Casey Martins, 701-202-8315.
10. **Hold Harmless:** The Sublessee agrees to indemnify and hold the Mandan Horse and Saddle Club and the Mandan Park District harmless from and against any loss, cost, or expense, arising directly from activities or events held on the leased premises.
11. **Sublessee Responsibilities:**
  - A. Sublessee shall not alter the leased premises and real property involved in this agreement.
  - B. Sublessee agrees to leave the property in the same condition as it was prior to the event.

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- C. Sublessee is responsible for providing their own tractor driver. The tractor driver must be at least 16 years of age and have a valid driver's license.
- D. Any additional equipment required must be approved by MHSC.
- E. Sublessee must refill the water truck and/or tractor's fuel to the same level it was prior to their event.
- F. Sublessee must keep track of water usage if using Stockcar Association hydrant for water truck. A separate payment for water usage must be made directly to the Stockcar Association by the Sublessee. Water meter before and after pictures need to be sent to 701-302-0368.
- G. Sublessee must smooth out arena ground at the conclusion of their event.
- H. If stakes are placed into the ground, they must be removed at the conclusion of the event.

**12. Arena Light Surcharge:** Any event requiring use of the arena lights will incur a \$120/day surcharge.

**13. Ticket Surcharge:** The Mandan Park District has a \$.50 per ticket sold surcharge on all adult events where alcohol is sold. Payable to the Mandan Park District due at close of scheduled activity.

**14. Concession and Alcohol Privileges:** Sublessors or their vendors are allowed to sell concessions provided any mobile food vendor has obtained a **\$100 permit** from the Mandan Park District office prior to the event. The Mandan Park District has an exclusive soft drink contract with Pepsi; product must be purchased from Pepsi representatives. Alcoholic beverages may only be sold at adult events; liquor caterers must have a City of Mandan liquor license and catering permit for the day of the event.

**Sublessee**

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

**Mandan Horse and Saddle Club**

By: \_\_\_\_\_

Title: \_\_\_\_\_

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