



**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):	

**REQUIREMENTS:**

**1. Arena Rent: Payment & Deposit are due at time of contract signing.**

<input type="checkbox"/> \$300 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>Majority of contestants under age 18 years;</li> <li>Limited to 30 contestants or less; and</li> <li>Does <u>not</u> require use of arena lights.</li> </ul>	<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) <ul style="list-style-type: none"> <li>No paid spectator/gate admissions; and</li> <li>Does <u>not</u> require use of arena lights.</li> </ul>
<input type="checkbox"/> \$750 Rent per day (plus \$500 deposit) for activities such as horseshows, timed event competitions, clinics, rodeos or any event involving rough stock (bull riding, bareback riding, saddle bronc riding). <ul style="list-style-type: none"> <li>Fewer than 1,000 paid spectators/day;</li> <li>May require use of arena lights; and</li> <li>Alcohol sales allowed with permit (see Sec. 7) and ticket surcharge (see below).</li> </ul>	<input type="checkbox"/> \$1,250 Rent per day + 5% of gross ticket sales over \$1,500 (plus \$500 deposit) for activities such as rodeos or any event involving rough stock (bull-riding, bareback riding, saddle bronc riding). <ul style="list-style-type: none"> <li>Up to 4,000 paid spectator/day.</li> <li>May require use of arena lights.</li> <li>Alcohol sales allowed with permit (see Sec. 7) and ticket surcharge (see below).</li> </ul>
<b>TICKET SURCHARGE:</b> 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.	
<b>NOTES:</b> <ol style="list-style-type: none"> <li>Subleasing of the arena for any rodeo or rough stock event requires advance approval of the Mandan Horse and Saddle Club (MHSC) Board of Directors.</li> <li>The MHSC Board of Directors may consider co-sanctioning events that benefit its members with detailed submissions at least 30 days in advance for events benefit the organization and our membership. If the MHSC Board of Directors approves the event to be co-sanctioned, we will not require rent payment or deposit.</li> <li>Discounts may be considered for multi-day events.</li> </ol>	

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2. **Deposit:** The deposit & rent are due upon signing of sublease. 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.
- 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 activity. 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.
3. **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:

Ellen Huber  
2359 37<sup>th</sup> Street  
Mandan, ND 58554

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.***

4. **Sublease Includes:** The arena, grounds, panels, chutes, parking area, crow's nest, sound system, tractor, tillage equipment, and use of utilities. **It does not include electric eye equipment. Sublessees may also wish to rent portable restrooms.**
5. **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.
6. **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.
  - C. Sublessee is responsible for digging the arena ground for its activity, including the provision of any equipment needed beyond that provided.
  - D. If stakes are placed into the ground, they must be removed at the conclusion of the event.
7. **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.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

Sublessee

Mandan Horse and Saddle Club

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

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

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

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