



Napa Valley Horsemen's Association

MEMBERS' HANDBOOK

MAY 1, 2014

Table of Contents

1. MEETINGS AND SOCIALS.....	1
2. RAFFLE TICKET AND CAPSULE DRAWING	1
3. POT LUCK COMMITTEE DUTIES/GUIDELINES	1
4. HEALTH AND HAPPINESS	2
5. TABLES AND CHAIRS	3
6. DUES.....	3
7. EVENT REPORTING.....	3
8. AUDITS	3
9. DISBURSEMENT OF FUNDS	3
10. FINANCIAL REPORTS	3
11. HOOFPRIENTS	4
12. SCHOLARSHIPS.....	4
13. LIFETIME/HONORARY MEMBERSHIPS.....	4
14. AWARDS PROGRAM	4
15. GROUNDS AND ARENA RULES.....	5
16. HORSE TRAILER PARKING	6
17. HORSE BOARDING	6
18. TRAINERS	6
19. CLINICS.....	6
20. OVERNIGHT HORSES.....	6
21. ARENA RENTAL	6
22. AG4YOUTH.....	6
23. ORGANIC FARM	7
24. CLUBHOUSE RENTALS.....	7
25. CLUBHOUSE RENTAL PROCEDURE.....	8
26. NVHA CALENDAR	8

List of Attachments

Membership Application
Liability Waiver form
Hall Rental Form – Public
Hall Rental Form – Member
Arena Rental Form – Non Member

Arena Rental Form – Member Sponsored
Barn and Grounds rules
Horse Boarding Contract
Horse Trailer Parking Rules
Income & Expense Worksheet

NVHA Members Handbook

1. MEETINGS AND SOCIALS

- A. General membership meetings are held on the first Monday of the month unless that Monday is a holiday, then it is held on the second Monday of that month. The bar opens at 6:00 p.m. NVHA liquor and/or wine will no longer be served on meeting nights. Members may bring their own liquor and/or wine. Pot luck dinner begins at 6:45 and the meeting starts at 7:30. The board meeting is held on the third Wednesday of the month and begins at 7:00 p.m.
- B. All guests MUST SIGN the Guest Book at all club social functions.
- C. Prepaid reservations will be required at all social functions.
- D. No outside liquor is to be brought to a social. Wine is allowed when a corkage fee is paid.
- E. Children are allowed in the immediate bar area ONLY to purchase non-alcoholic refreshments.
- F. Parents are responsible for the action of their children while attending any NVHA activity. Children must be supervised by a senior member at all times.
- G. The NVHA clubhouse, including the bar area is entirely a NON-SMOKING area.
- H. Dogs are not allowed in the clubhouse or concession stand; except for service dogs.

2. RAFFLE TICKET AND CAPSULE DRAWING

Raffle tickets are sold for fifty cents each or three for a dollar. Also, the name of each member in good standing is inserted into a capsule for a drawing at each regular monthly meeting.

The first drawing is for twenty dollars and goes to a ticket-holder that has been randomly selected. The winning ticket-holder (must be present to win) receives twenty dollars if at least twenty dollars was collected from the sale of tickets. If less than twenty dollars in ticket sales, the ticket winner receives the entire kitty.

If there is still a balance after the twenty dollar ticket winner, a capsule is randomly selected. The winner must be present; if the member whose name is called is not present, another capsule is selected. Drawing continues until a capsule winner is present. The capsule winner receives twenty dollars if there is that much in the kitty. Capsule drawings continue in twenty dollar increments, until the kitty drops below twenty dollars. When the kitty drops below twenty dollars only one more capsule is drawn, if that winner is not present, the balance is added to the next meeting's ticket sales.

3. POT LUCK COMMITTEE DUTIES/GUIDELINES

The Pot luck Chairman is to call those on the committee in advance to assure that they will be there to help with the pot luck. The following procedures are also posted in the kitchen.

- A. The Potluck Chairman will contact the host/chairperson of the committee to advise if there is any butter, bread, etc. on hand and also to make arrangements for the keys to the clubhouse, lockers and gate.
- B. Plan for 40 to 50 people:
 - 1 pint of half and half (cream)
 - 3 loaves sliced French bread
 - butter
 - coffee - make only one small pot - coffee maker
- C. Pay for items purchased and submit receipt to the treasurer to receive a refund.
- D. Light the stove - if you don't know how, ask for help. Lighting the stove is the FIRST thing you should do.
- E. Set up tables for 40 to 50 people and two tables for serving. Cover tables with plastic table cloth. Put one table in the front for the officers at the meeting, do not cover that table with table cloth. Paper supplies are in lockers (in the storeroom where chairs are stored off the main hall.) (Table cloth, plates, napkins, etc.)
- F. Put salt and pepper on tables.
- G. Set out on the serving table: Plastic plates, silverware containers and napkins.
- H. Make coffee using the small coffee maker and set pot, sugar, cream and styrofoam cups on a small table under heater control unit.
- I. Wash all club material but not containers that food was brought in.
- J. Clean coffee pots.
- K. Put garbage into outside cans and add a new liner to the inside plastic cans.
- L. INTERIOR PLASTIC GARBAGE CANS ARE NOT TO BE LEFT OUTSIDE.
- M. Do not take dishtowels home, the Pot luck chairman will take care of them.
- N. Sweep and mop the kitchen floor if necessary
- O. TURN OFF GAS TO STOVE. (Turn off the Main valve near the water heater)
- P. Be sure all supply lockers are locked.
- Q. If any spills occur in main hall, be sure to clean them up, dust mop floor if necessary.
- R. Be sure outside garbage cans are covered and behind the enclosed lattice area.
- S. Make sure there is no leftover food remaining in the building at the end of the evening.
- T. Close and lock all windows and doors.

4. HEALTH AND HAPPINESS

Cards will be sent to members that are unwell, at home or in the hospital. A \$25.00 donation is to be sent to an appropriate charity in the event of the death of a member.

5. TABLES AND CHAIRS

Folding chairs that are in the concession stand may be loaned to members upon approval of the board. Tables and black chairs may not be loaned to members or non-members.

6. DUES

The annual dues of this association shall be set by the recommendation of the Board of Directors and approved by the membership.

- A. The dues of this association shall be \$50.00 per annum per Senior Member, beginning January 1, 2014. They are due and payable January 1st and will be delinquent the day following the February meeting.
- B. Any Senior Member failing to pay his or her dues by the February General Meeting shall forfeit his or her membership.
- C. All applicants who are voted in as Senior Members before July 1st of any fiscal year shall pay full annual dues.
- D. All applicants who are voted in as Senior Members after July 1st of any fiscal year shall pay one-half year's dues.
- E. The Initiation Fee for applicants to Senior Membership in this organization shall be \$40.00 per person beginning January 1, 2000.

7. EVENT REPORTING

The chairman of every event shall give a financial report for the event. An income and expense form, including receipts, turned in and kept on file, for all events including socials, horseshows, clinics, play days, etc. Copies are to be given to the President, Treasurer and Secretary. A sample form is attached at the end of this book.

8. AUDITS

There will be an audit for each event (social, horse show, clinic, etc.) that is put on by the NVHA. The auditor will be appointed by the President. The auditor will bring any discrepancies to the board for review

9. DISBURSEMENT OF FUNDS

Funds can be advanced without a receipt only if it has been approved in advance by the Board. A receipt must follow.

Any independent contractor receiving \$600 or more from NVHA must receive a 1099 at the end of the calendar year. Any member making over \$600 a year from the club will receive a 1099 income tax form.

10. FINANCIAL REPORTS

Financial reports will be made available to members upon request.

11. HOOFPRINTS

Items for Hoofprints must be received by the Hoofprints editor within five days after the general meeting. Business card advertisements cost \$35 per year.

12. SCHOLARSHIPS

Three \$400.00 scholarships are presented annually to deserving graduating students of Napa County High Schools, to further their education in the fields of Veterinary Medicine, Agriculture or Forestry

13. LIFETIME/HONORARY MEMBERSHIPS

- A. Lifetime Membership shall be granted to a member in recognition of his/her dedication of time and long and valuable service to the club.
 - (1) The member's name will be submitted at a general meeting for unanimous approval.
 - (2) Lifetime members shall be free from all dues.
 - (3) Lifetime members will receive a certificate and shall be allowed all rights and privileges as accorded regular members.

- B. Honorary Membership can be granted to a former member or a non-member for recognition of past or present contributions to the welfare of the club.
 - (1) The person's name will be submitted at a general meeting for unanimous approval.
 - (2) Honorary Members will receive a certificate and will be added to the mailing list.

14. AWARDS PROGRAM

The Napa Valley Horsemen's Association Awards Program is for the purpose of recognizing and thanking those members of the NVHA who indicate by sustained outstanding achievements, their dedication to the goals of the club.

Any member in good standing may submit nominations. Anyone wishing to make a nomination should send a letter to the Awards Committee. Letters must be signed. All nominations must be in writing and submitted on or before the November meeting. Awards will be presented at the Annual Installation Dinner.

- A. OUTSTANDING SERVICE AWARD: The Awards Committee will have the right to bestow this honor on any deserving member who has demonstrated their dedication to the objectives of the NVHA by outstanding service spanning at least three years' time. As fitting such an honor, this award will be limited in number and will not necessarily be awarded each year.

- B. APPRECIATION AWARD: An Appreciation Award may be given by the Awards Committee to any member who has given of him or herself to perpetuate the NVHA on a sustained level, and well beyond active membership requirement, during the preceding year in order that programs and goals of the NVHA might be advanced.

- C. **BENEFACTOR AWARD:** The Awards Committee may elect to give a Benefactor Award to any member or non-member who has made a substantial contribution (money or tangible) to the NVHA.

15. GROUNDS AND ARENA RULES

- A. NVHA is a Private Club. Arena and grounds are for members only. Any person on the property must have submitted a signed current waiver. When on NVHA property, be prepared to show your membership card.
- B. Members may ride on the premises and in the arenas during daylight hours. Daylight hours are considered sunrise until 30 minutes after sunset. Daily sunset times can be found in the newspaper and tide books, etc.
- C. Any member children or Junior Member under 18 years of age must be supervised by a Senior Member at all times. All children under the age of 18 must wear helmets when mounted.
- D. When riding in pastures do not disturb horses or cattle. Leave gates closed if found closed and open if found open.
- E. Any use of arena equipment such as barrels or poles must be returned to the proper storage area.
- F. Clean up your mess! If you clean out your trailer, be sure to broadcast the manure or put it in the manure pile. Take your trash with you.
- G. Arena water sprinklers are not to be used by members. The water system is maintained and operated by designated members only.
- H. No horses are allowed between the arena and the concession stand/bleacher area.
- I. No tying horses to arena or any fences.
- J. No smoking in the barn area or pastures.
- K. The Barn Manager or Grounds Person has discretion to padlock the arena due to rain until the arena has dried sufficiently to ride in. They can also lock the arena just prior to an expected heavy rain if the arena has been prepped to deter water from standing in the arena. Contact one of these people to determine the availability of the arena.
- L. If you open a gate, close it behind you
- M. To get the combination or code for the driveway gates contact the Barn Manager, President, or Carrie Wren.
- N. No one has permission to drive the club tractor unless they have received instructions from the designated person in charge of the tractor, Carrie Wren.

16. HORSE TRAILER PARKING

Horse trailers will be allowed to be parked on the grounds for NVHA members only. The fee is \$25 per month.

17. HORSE BOARDING

Any member is welcome to board at NVHA, space permitting. There are limited stalls/paddocks/hay & tack areas available. The horse barn is a co-op and owners are responsible for purchasing feed and participating in the barn chores. If you are unable to participate, you may work out a different (financial) arrangement with the Barn Manager. Please contact the Barn Manager or the boarding committee chairperson for details if you are interested in more information. The Barn Manager must approve any exception to the co-op arrangement.

18. TRAINERS

Horse Trainers can use the arena for instructing NVHA members only if they have presented the Club with a current certificate of insurance. Other members may observe the instruction. If instruction is going to be on a regular basis the dates and times will be printed in the Hoofprints.

19. CLINICS

Member sponsored clinics may use the arena at no charge. Non member participants will pay a \$15 trailer in fee to NVHA. The clinician and/or the sponsoring member will guarantee the club reimbursement for the club's public day use insurance fee. NVHA members are allowed to audit at no charge. The sponsoring member is responsible for collecting all money owed the club, preparation of a financial report and to ensure all NVHA rules are followed by the attendees. A sponsoring member (or any member) shall not receive any monetary compensation from a member sponsored clinic.

20. OVERNIGHT HORSES

Horses that stay on the grounds overnight will pay a \$20/night fee. There are several small paddocks that can be used (if available). This should be paid to the chairman of the event or the sponsoring member.

21. ARENA RENTAL

The arena may be rented by non members and clubs for \$500 along with a certificate of insurance naming NVHA as an additional insured.

22. AG4YOUTH

Ag4Youth is an after school program designed to support and assist disadvantaged and at risk youth ranging from ages 9 – 19 years. NVHA has leased two acres on the southwest corner of the property for this program. They raise animals to be auctioned at the Napa Fair in July. The AG4Y students are available to help with NVHA projects and activities. Members and guests are not allowed on their portion of our property unless invited by the AG4Y director, Paul Tarap. Their activities may be viewed through the fence south of the clubhouse.

23. ORGANIC FARM

The six acres on the east side of the NVHA property is leased to BOCA Farms for organic farming. Members and guests are not allowed on their portion of our property unless invited. Their activities may be viewed through the fence.

24. CLUBHOUSE RENTALS

Our CLN rules limit us to three rentals a month.

- 1) The number of social hall rentals for Private Events (as defined in paragraph 1(n) of the Conditions of Approval) shall be limited to 50 rentals per year;
- 2) The use of amplified music shall be limited to 36 rental events per year;
- 3) One weekend each month shall be free of social hall rentals; and
- 4) The hours of operation for Private Event rentals shall be limited to 10 p.m. with clean up completed by 11 p.m.

The above rules are from the final approved CLN documents.

A. NVHA MEMBERS:

The clubhouse may be rented by members for their personal use only. The rate is \$150/day in addition to a security deposit of \$250 and liability insurance for the minimum amount of \$1,000,000. Members must have been a member of the Club for at least one year prior to receiving this special member rate. Members may not invite the public to use the clubhouse. Only the member and the member's invited guests may attend. This is for the member's personal use only, birthday, anniversary, holiday celebration, etc. This special rate is not for member's other club parties nor friend's parties. Security guards are not required. Event must be over at 10 p.m. and grounds vacated by 11 p.m. Contact the Rental Chairman for availability and approval of the event.

B. NON-MEMBERS:

The clubhouse may be rented by the general public. The rate is \$800/day, a security deposit of \$750 and liability insurance in the amount of \$1,000,000. The kitchen may be used, but not the kitchen items in the cupboards and drawers. In accordance with our CLN, security guards must be hired and present during the event. Event must be over by 10 p.m. and grounds vacated by 11 p.m. Contact the Rental Chairman for availability and approval of event.

C. FUNERALS and/or MEMORIALS:

The clubhouse may be used without charge for funerals and/or memorials for a member or their immediate family (spouse, children, parents, siblings, grandparents, grandchildren). Contact the Rental Chairman, President or Vice President to make arrangements. The requirements of a written agreement, reading at the meeting, and fee requirements will be waived. If time allows, a certificate of insurance should be obtained

D. NO FEE RENTALS:

Donated hall rentals (no fee charged) to youth agricultural groups only, such as 4-H, FFA. A certificate of insurance is required. Other non agricultural groups will have to pay the normal hall rental fee

25. CLUBHOUSE RENTAL PROCEDURE

- A. The renter shall contact the association's Rental Chairperson and request to use the hall. It is the responsibility of the Rental Chairman to determine if the clubhouse is going to be used in a manner that is consistent with the wishes of the Club and will be in compliance with our CLN.
- B. The renter must submit an application with the appropriate deposit before the rental can be approved by the Board of Directors and calendared.
- C. No rental is guaranteed until the Rental Chairman has received all of the monies due, in addition to the certificate of insurance.

26. NVHA CALENDAR

The official event calendar for NVHA is on the NVHA website, http://www.napahorsemen.org/Event_Calendar.php. Please refer to this calendar when planning an event to find out if the date is available, both for the clubhouse and the arena. After receiving approval for your event contact the webmaster (webmaster@napahorsemen.org) and have the date put on the website calendar.

NAPA VALLEY HORSEMEN'S ASSOCIATION

P.O. Box 726, Napa, CA 94559

APPLICATION FOR MEMBERSHIP

Initiation Fee: **\$40.00**/per prospective senior member. Dues: **\$50.00**/per prospective senior member
(When applying between July 1st and December 31st: initiation fee remains the same, but dues are discounted to \$25/person.)

PLEASE PRINT THE FOLLOWING:

Name: _____ Spouse: _____
Address: _____ Phone: _____
City: _____ Zip Code: _____
E-mail address: _____ (used to send you our monthly newsletter)

1. Prospective senior members must attend at least one meeting as a guest before presenting his or her application for membership.
2. Prospective new members must be prepared to participate at club workdays and/or other work-related activities and should be prepared to volunteer to serve on at least one activity committee each year.
3. When a single Senior member marries, his or her spouse can choose to become a member and pay dues with no initiation fee. When a Junior member reaches 18 years of age, he or she can choose to become a Senior member by paying dues with no initiation fee.

I/We attended and was/were introduced as a guest/as guests at the regular meeting held on _____

Do you own a horse? _____ If so, what style of riding do you prefer? _____

How many children do you have (if any) who are eligible for junior membership status? (Age 8 - 17) _____
Names & ages: _____

Sponsors:

1. _____ 2. _____

Note: To be a sponsor, the person must have current Senior membership status and must have been a member at least one year.

I/We hereby agree that if I/we am/are accepted for membership I/we will actively participate in the club's activities. From the attached list, please list what activities you are most interested in participating:

1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____

I/We hereby agree that, if I/we are accepted for membership I/we will abide by NVHA's Bylaws and Rules.

I/We hereby give permission to have my/our name(s) considered for membership in the NAPA VALLEY HORSEMEN'S ASSOCIATION.

Dated: _____ Signature: _____

Dated: _____ Signature: _____

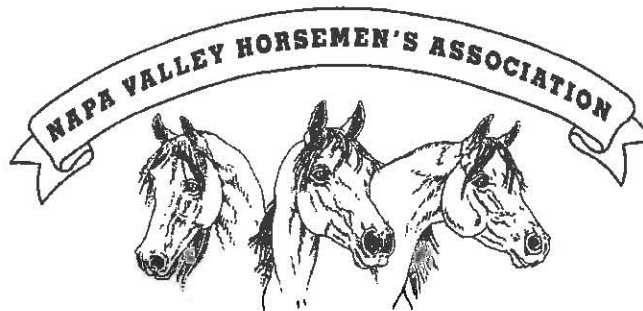
INITIATION FEES PAID: \$ _____ Attached.

DUES PAID: \$ _____ Attached.

Date Paid: _____ Check #: _____

Read at Board Meeting: _____ Printed in the Hoofprints: _____ Approved: _____ Denied: _____

Voted on at General Meeting: _____ Approved: _____ Denied: _____



Application for Membership 2014 – Attachment

Dear Prospective Member and Renewing Member(s):

Please make a checkmark in front of the activities/committees you will help with in the coming year. Please feel free to add other things you have a special interest in.

<input type="checkbox"/>	Horse Shows, Timed Events, Clinics etc.
<input type="checkbox"/>	Mustang Days
<input type="checkbox"/>	Trail Rides
<input type="checkbox"/>	Contribute to website
<input type="checkbox"/>	Monthly pot luck dinners
<input type="checkbox"/>	Dinner Socials – Ideas for socials; help in kitchen, setting up, cleaning up
<input type="checkbox"/>	Telephone members for special events
<input type="checkbox"/>	Contribute articles/information for the Hoofprints
<input type="checkbox"/>	Junior Club
<input type="checkbox"/>	Committees:
<input type="checkbox"/>	Grounds Water system
<input type="checkbox"/>	Buildings Arena Renovation
<input type="checkbox"/>	Audit Boarding/Land use planning
<input type="checkbox"/>	Membership Hall Rentals
<input type="checkbox"/>	Publicity Trail course
<input type="checkbox"/>	Bylaws Representative to the California State Horsmn's
<input type="checkbox"/>	Nominating Assoc –go to Region 1 monthly meetings
<input type="checkbox"/>	Select topic and find a speaker for monthly meetings
<input type="checkbox"/>	Do a "special project" such as:
<input type="checkbox"/>	Weedeating Adopt a Spot
<input type="checkbox"/>	Mowing Painting projects
<input type="checkbox"/>	Organize archives Repair
<input type="checkbox"/>	Fences
<input type="checkbox"/>	Other (what do you see that needs to be done?)
<input type="checkbox"/>	
<input type="checkbox"/>	

**NAPA VALLEY HORSEMEN'S ASSOCIATION
RELEASE OF LIABILITY**

I acknowledge that horseback riding is a sport that carries inherent risks of injury and damage to myself, my horse, and property. I knowingly assume all risks, whether known or unknown, of horseback riding.

I hereby release the Napa Valley Horsemen's Association (hereinafter referred to as NVHA) from all liability for any act of negligence or want of ordinary care on the part of NVHA or any of its agents. In consideration of my participation in any events (horse-related or social) organized or sponsored by NVHA I waive, release, and discharge NVHA, its directors, officers, agents, and members, its representatives, heirs, executors, and assigns from any and all claims of liability for injury or damage to myself, my animals, or my property arising out of my participation. This agreement is binding upon my executors, heirs, and assigns.

I expressly waive any rights I may have under California Civil Code 1542, which states A general release does not extend to claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known by him might have materially affected his settlement with the debtor. I agree that I will indemnify and hold harmless NVHA, its officers, directors, members, and agents against all claims, demands, and causes of action, including court costs and actual attorney fees, arising from any proceeding or lawsuits brought by or prosecuted for my benefit, in which this release is upheld.

NVHA, its agents or employees, shall not be liable for any damage that may accrue from any cause or as a result of fire, theft, running away, state of health, injury to person, horse, or property.

This Release of Liability is good for the year **2014**

I acknowledge that I have read this Release of Liability and know and understand its contents.

Signature _____ Dated _____

Spouse's signature _____ Dated _____

Address _____

Phone _____ Email _____

Minors DO NOT sign below

PARENT OR LEGAL GUARDIAN MUST COMPLETE THIS SECTION.

Please list (print) the names and ages of any children eligible for junior membership (age 17 and younger):

I, the undersigned parent or legal guardian of the above participant(s), in consideration of my minor's/minors (junior member[s]) participation in any NVHA event, agree that the terms and conditions of this Release of Liability shall be binding as to damage or injury to my minor(s), their animals, and property arising out of their participation in events.

I acknowledge that I have read this Release of Liability and know and understand its contents.

Signature of Parent or Legal Guardian _____ Dated _____

NAPA VALLEY HORSMEN'S ASSOCIATION
1200 FOSTER RD.
P.O. BOX 726, NAPA CALIFORNIA 94559
CLUBHOUSE RENTAL APPLICATION & AGREEMENT

Date of Use: _____ Number Attending _____ (must not exceed 150)

Time Event Starts: _____ Event to End: _____ (No later than 11 p.m.)

Name of Renter: _____

Mailing Address: _____ City _____ Zip _____

Phone # of Renter _____ E Mail _____

TYPE of USE

☐ Wedding ☐ Wedding Reception ☐ Anniversary ☐ Birthday Age _____ ☐ Baptism
☐ Other _____

AREAS OF USE: ☐ Main Hall ☐ Kitchen ☐ Bar Area

Required to rent clubhouse:

\$ 800 Rental Charge Per Day
\$ 750 Damage/Cleanup Deposit
\$ 250 Security (est @ 5 hrs @ \$50/hr)
\$1,800 Total fees (\$750 refundable)
Provide liability insurance for \$1,000,000
***Insurance certificate must be received
two weeks prior to rental date***

\$ 300 retention deposit submitted with application
\$1,500 due two weeks prior to rental date
Underage party will cause change in times and security costs.

MUSIC MUST STOP BY 10 P.M.; BUILDING & GROUNDS VACATED BY 11 P.M.
USE OF THE HALL FOR PURPOSES OTHER THAN DECLARED IN THE APPLICATION IS GROUNDS FOR IMMEDIATE TERMINATION OF THE EVENT AND FORFEITURE OF THE DAMAGE/CLEANING DEPOSIT.

I shall comply with the RULES AND PROCEDURES set out by the Napa Valley Horsemen's Association for use of the Association's clubhouse.

I shall hold the Association, its officers, directors, and members harmless against any claims, demands or causes of action that may arise as a result of my use of the clubhouse and immediately pay the Association for any damages that may arise as a result of conduct of myself or my guests at the scheduled event or party that results in damage to the Association or its property.

ALL PAYMENTS MUST BE MADE PAYABLE TO NVHA. PAYMENT MAY BE CHECK, MONEY ORDER OR CASH.

Renters Signature: _____ Date: _____

NAPA VALLEY HORSMEN'S ASSOCIATION

I am aware that the rental fee balance, security deposit and certificate of insurance must be received 2 weeks prior to rental. 30 Day Notice of Event Cancellation in writing is required. \$300 retention deposit will be forfeited if cancellation notice is not received 30 days prior to event.

In accordance with County regulations, forfeiture of the deposit shall occur in the event noise and operational requirements are not met.

The NVHA board of directors must act upon this application before it can be finalized. Applicant will be notified of action immediately via telephone or email.

Renters Signature: _____ Date: _____

Wayne Lipps P.O box 726, Napa Ca 94559

Phone: 707-224-7116 or napawayne@gmail.com

Date	Date
<input type="checkbox"/> Request received: _____	<input type="checkbox"/> Copy to Checker: _____
<input type="checkbox"/> Deposit received: _____	<input type="checkbox"/> Copy to Treasurer: _____
<input type="checkbox"/> Bal. of Rent Rec'd _____	<input type="checkbox"/> Ltr to ABC: _____
<input type="checkbox"/> Security Dep. Rec'd: _____	<input type="checkbox"/> Board Approved: _____
<input type="checkbox"/> Insurance Rec'd: _____	

If event falls on a Holiday, security is @ double time; eg \$100 x 5 hours = \$500

NAPA VALLEY HORSMEN'S ASSOCIATION

1200 FOSTER RD.

P.O. BOX 726, NAPA CALIFORNIA 94559

**AT NO TIME LEAVE THE BUILDING AND GATE UNLOCKED IF NO ONE IS PRESENT.
VEHICLES ARE TO BE PARKED IN DESIGNATED PARKING AREA ONLY; NOT ON GRASS.**

CHAIRS & TABLES

- ☐ No black upholstered chairs outside. None of the tables can be used outside.
- ☐ Do not place any of the cocktail tables (30" tables) on the hardwood floor.
- ☐ Place the stacks of chairs (7 chairs per stack) in the storeroom and south hall area.

KITCHEN

- ☐ Bring your own garbage bags, dishtowels, dish soap.
- ☐ You may use the stove, refrigerator, microwave oven, and the warming table. Do not use anything in the cupboards and drawers below the counters.
- ☐ Before you leave wipe off counters, tables, any spills on cabinet doors, stove top and ovens & empty refrigerator, turn off gas to stove.

BAR AREA

- ☐ You may use the entire bar area, except the beer cooler that is kept locked.
- ☐ Wipe off bar and tables before leaving.

FIREPLACE DO NOT BURN ANYTHING IN FIREPLACE.

DECORATIONS

- ☐ Do not attach anything to the walls unless you use "blue painter's masking tape". For hanging decorations in the main hall there are hooks in the four corners at the ceiling, as well as on the top corner of each door/window opening, and an eye bolt in the center of the ceiling.
- ☐ Do not remove anything from the bulletin boards or the walls. If you want to cover the boards use fabric or gift wrap paper.

FLOORS

- ☐ Sweep & damp mop all vinyl and wood floors. Do not use any cleaners or wax on floors.
- ☐ Vacuum the carpet. Pickup any glitter and/or confetti on the carpet and floors. Use carpet cleaner to clean any spots on the carpet.

GARBAGE

- ☐ There are two large plastic garbage cans for the kitchen, and two garbage can for the bar area and trash receptacles in both restrooms.
- ☐ All the garbage is to be put in the black garbage containers outside.
- ☐ Do not overfill cans, the lids must be closed. Excess garbage must be removed by renter. Place cans, bottles and paper/cardboard in the blue recycling bin.
- ☐ All inside containers should be left empty with new liners.
- ☐ All papers, trash, cigarette butts, etc. must be picked up outside

WHEN YOU LEAVE

- ☐ Turn off the heater and fans and lights. Close and lock all windows and doors.
- ☐ Leave the keys on the hook on the wall by the kitchen door unless instructed otherwise.

There will be a \$50 charge for each window, door, or gate left unlocked.

If the number of guest exceeds 150 the event will be closed and the deposit will not be refunded.

Day of event: Music off by 10 p.m., Be out of the building and off grounds by 11 p.m.

Building and grounds to be cleaned by 10 a.m. the following day. **\$50 fee if renter needs to come back for additional cleaning, and/or costs for cleaning will be deducted from the deposit.**

Date: _____

Agreed by Renter: _____ NVHA Rep: _____

NAPA VALLEY HORSMEN'S ASSOCIATION

USE OF ALCOHOLIC BEVERAGES

Private Events Only - Alcohol May Not be SOLD

Private events are those events at which attendance is by invitation only, and that do not require a fee for attendance nor for food or alcohol at the event.

Alcoholic beverages for private consumption are the liability of the group and/or organization renting the facility.

Alcoholic beverage service shall terminate one hour before the scheduled end of the event, unless the event is 3 hours or less.

No alcohol shall be allowed outside.

California State Law prohibits providing alcoholic beverages to persons under 21 years of age. If minors are in possession of alcohol, the event will be closed immediately and the damage/cleaning deposit shall be forfeited.

Persons serving alcohol to minors during events held in NVHA property are solely responsible for any criminal or civil penalties imposed. Napa Valley Horsemen's Association also reserves the right to close events in the case of minors being served alcohol, public drunkenness, concern for the safety of event participants, or related damage to the NVHA Buildings.

I have read and understand the terms and conditions for serving alcohol.

Renters signature _____ Date _____

NAPA VALLEY HORSMEN'S ASSOCIATION
1200 FOSTER RD.
P.O. BOX 726, NAPA CALIFORNIA 94559
INSURANCE CERTIFICATE

Please inquire about this insurance certificate immediately. Often times it takes longer than the insurance agent states to receive the certificate. This certificate must be received two weeks prior to your rental date.

This is a suggested format for you to use to provide your insurance company with the information they need to issue the certificate of insurance.

To: Your Insurance Company,

I will be renting the Napa Valley Horsemen's Clubhouse at 1200 Foster Road in Napa on
(date)_____ for (kind of event)_____

My name:_____ is the Hall Renter and must be listed on the insurance certificate as the insured.

Please provide a liability insurance certificate, naming the Napa Valley Horsemen's Association, its officers, and directors as additional insured for the period that you will be renting the clubhouse. The certificate shall be in the amount of \$1,000,000 (minimum)

**This must be received at least two weeks prior to the event.
Please mail the original certificate to:**

**Wayne Lipps P.O box 726, Napa Ca 94559
Phone: 707-224-7116 or napawayne@gmail.com**

Do not mail application to clubhouse address

Thank you,

NAPA VALLEY HORSEMEN'S ASSOCIATION

1200 Foster Road
P.O. Box 726, Napa, California 94559
Phone: 707-224-7116

MEMBER CLUBHOUSE RENTAL APPLICATION & AGREEMENT

Date of Use: _____ Number Attending _____ (must not exceed 150)

Time Event Starts: _____ Event to End: _____ (No later than 11 p.m.)

Name of Renter: _____

Mailing Address: _____

Phone # of Renter _____ E Mail _____

Purpose of Use: Wedding, _____ Wedding Reception, _____ Birthday (age of individual _____), _____ Anniversary _____ Baptism, Other Use _____

Areas of Use: Main Hall _____, Kitchen _____, Bar Area _____, Picnic Area _____

Required to rent clubhouse:

\$ 150 Rental Charge Per Day
\$ 250 Security Cleanup Deposit
\$, 400 Total fees (\$250 refundable)

Provide liability insurance for \$1,000,000

\$ 150 submitted with application
\$ 250 due two weeks prior to rental date

***Insurance certificate must be received
two weeks prior to rental date***

Music must stop by 10 p.m.; building and grounds vacated by 11 p.m.

Use of the hall for purposes other than declared in the application is grounds for immediate termination of the event and forfeiture of the security deposit.

I shall comply with the rules and procedures set out by the Napa Valley Horsemen's Association for use of the Association's clubhouse. I shall hold the Association, its officers, directors, and members harmless against any claims, demands or causes of action that may arise as a result of my use of the clubhouse and immediately pay the Association for any damages that may arise as a result of conduct of myself or my guests at the scheduled event or party that results in damage to the Association or its property.

All payments must be made payable to NVHA. Personal checks will only be accepted if signed by the member signing the hall rental agreement, otherwise payment must be made with a money order or cash.

I am aware that the rental fee balance, security deposit and certificate of insurance must be received 2 weeks prior to rental. 30 Day Notice of Event Cancellation in writing is required. Deposit will be retained if notice is not received 30 days prior to event.

In accordance with County regulations, forfeiture of the deposit shall occur in the event noise and operational requirements are not met.

The NVHA board of directors must act upon this application before it can be finalized. Applicant will be notified of action immediately via telephone or email.

Renters Signature: _____ Date: _____

NAPA VALLEY HORSEMEN'S ASSOCIATION

Member Rental application and agreement

Return a copy of both pages of this form with deposit to:

NVHA
Attention: Wayne Lipps P.O. box 726
Napa Ca 94559

Phone: 707-224-7116 or 415-717- 8170
napawayne@Gmail.com

Rules and regulations

Any consumption of liquor or repercussions of same on these premises is the responsibility of the renter. Liquor may not be sold individually but may be included in any price charged for food or attendance.

If liquor is to be sold and consumed as a separate item, the handling of same must be reviewed and approved by NVHA management.

Adherence to "Clubhouse Users" (page 3) and "Check List" (page 4) and "Insurance Certificate" (page 5) are by reference included as part of this contract.

Comments, additional notes, etc

Application reviewed by: _____ **Date** _____

Board action: _____ **Date** _____

NAPA VALLEY HORSEMEN'S ASSOCIATION
1200 FOSTER ROAD, NAPA, CA 94559

Non-Member
Arena and Grounds Rental Agreement

Napa Valley Horsemen's Association (hereinafter referred to as "Owner"), located at 1200 Foster Road, Napa, California 94558, and the "Renter":

Renter Name: _____
Address: _____
Phone Number: _____

Agent Name: _____
Address: _____
Phone Number: _____

Hereby agree as follows:

1. Owner hereby gives permission, subject to the terms and provisions in this Agreement, to the Renter to use that portion of the premises described in Paragraph 2 for the following period of time:

Date: _____

Event: _____

Expected number of participants: _____

Start Time: _____

End Time: _____

2. The Renter is hereby permitted to use the following designated premises (hereafter the "Property") of the Owner:

- Main arena
- Parking as designated by the owner at the time of the event
- Arena Prep: *The arena will be watered and prepped prior to the start of the event on the first day of the event.*
- If additional arena rework and drags are needed, the cost will be an additional \$50 (Fifty dollars) for each grooming which is paid to the Owner.

THERE IS NO ACCESS THROUGH THE CLUBHOUSE PARKING AREA TO THE ARENA PARKING AREA. THIS AREA IS BEING USED BY OTHERS DURING THIS TIME. ALSO, NO ENTRY OR OVERNIGHT CAMPING/PARKING BEFORE OR AFTER THE SHOW DATES IS PERMITTED UNLESS SPECIAL ARRANGEMENTS ARE MADE IN ADVANCE WITH THE ARENA MANAGER OR OTHER OFFICIAL REPRESENTATIVE OF THE OWNER.

3. The amount of the arena rental is **\$300.00** (Three hundred dollars) per day. This includes the cost of the arena prep as stated in Paragraph 2. The additional arena prep fees, if any, and the arena rental are to be paid to the Owner's Arena Manager, check made out to NVHA, prior to the start of the event.
4. Special Provisions and modifications:
 - a. Owner will operate all arena sprinklers, not the Renter.
 - b. Security and policing is the responsibility of the Renter.
 - c. The Owner reserves the exclusive right to operate/sell/provide food and beverages on/in/at or during all events on the property unless specified otherwise and agreed to in writing by the Owner and the Renter.
 - d. There will be no overnight camping unless indicated in Paragraph 2.
 - e. Renter must furnish _____ (number) of portable toilets. Required because number of people expected at event exceeds the capacity of the property restrooms.

- f. All garbage and trash must be picked up and put in garbage cans/barrels.
 - g. No Owner equipment, panels, etc is to be removed from the property, nor fences altered.
 - h. No unsupervised minors shall be present during the event.
 - i. Horses are not allowed in concession/bar/grandstand areas.
5. Condition of the property. The Owner and Renter agree that the property to be rented is in good and usable condition. The Owner and the Renter shall jointly inspect the property, listing any damages or other problems, prior to rental of the property.
6. The property shall be inspected by the Owner and the Renter immediately following the use of the property, listing any damages or other problems due to the rental of the property.
7. The Renter agrees to hold the Napa Valley Horsemen's Association, its Officers, Board of Directors, members or agents and each of them, harmless from any and all claims of loss, damage, injury, or liability of any nature whatsoever, arising directly or indirectly, out of the use of any part of the property, pursuant to this Agreement by and between the Renter or any officer, agent, employee, representative, patron, customer, admittee, guest, invitee, or other person in or on such property at the direction, request or invitation of the Renter and the Owner.
8. The Renter, at his/her own expense, shall provide insurance satisfactory to the Owner, for the term of the Agreement, naming as additional insureds the Napa Valley Horsemen's Association, its Board of Directors, Officer, members, agents and/or employees, for bodily injury and/or property damage arising directly or indirectly out of the use of any part of the property of the Owner including employees, representatives, patrons, customers, admittees, invitees, guests or other persons in or on such property at the direction, request or invitation of the Renter. Renter shall furnish the Owner with a Certificate of Insurance from the Renter's insurer of such insurance which shall provide for at least three days notice to the Owner of cancellation by such insurer or by Renter and shall show the amounts of coverage for the individual and aggregate bodily injury per occurrence and for property damage per occurrence, not to be less than, respectively, \$1,000,000 combined single limit personal injury and/or property damage. A Certificate of Insurance must be in possession of the Owner ten days prior to the date of events. Any cancellation of insurance would void any Rental Agreement.
9. The Renter agrees to maintain the property of the Owner, which Renter is hereby permitted to use or to which Renter has access by reason of this Agreement, in good condition, and to leave the property in the same condition as before use or access by Renter except for normal wear and tear, damage by the elements and/or acts of God.
10. The Owner shall be permitted to enter and to inspect the rented property at any and all times.
11. The Agreement shall not be assigned or otherwise be transferred in whole or in part.
12. This Agreement does not constitute a lease, but constitutes a mere Rental Agreement; and is limited to those areas of the property expressly and specifically described throughout this Agreement.
13. The Renter assumes all risks of loss, damage, injury or liability of any nature whatsoever to the Renters guests, employees, representatives, patrons, customers, admittees, invitees, or other persons in or on such property at the direction of, request, or invitation of the Renter or to its/their property arising in any respect directly or indirectly, out of its use or occupation of any part of the property pursuant to this Agreement or otherwise shall be borne by the Renter.
14. No alteration or variation of the terms of the contract/agreement shall be valid unless made in writing and signed by the parties thereto. NO ORAL UNDERSTANDING OR AGREEMENTS NOT INCORPORATED HEREIN SHALL BE CONSIDERED TO BE BINDING ON ANY OF THE PARTIES HERETO.

15. The Renter agrees that \$150 (or 50% of rents and/or fees) is nonrefundable in lieu of cancellation or termination of this signed contract by either party herein or unless written notice is given thirty days prior to date of rental. (Weather subject to cancellation without nonrefundable fee).
16. In the event of any legal actions pursuant to this rental agreement, all reasonable legal fees and costs will be incurred by Renter.
17. The Renter understands and agrees that it may be held liable for any damages not listed in this paragraph. Renter further understands and agrees to leave the property generally orderly, to remove from the property any trash or garbage resulting from Renter's use thereof, and to repair or pay for the repair of any damage to the property caused by Renter or use of Renter thereof. Renter understands and agrees that Owner may call upon Renter to pay for any repairs necessitated by Renter's use of the property, if the cost for such repairs is in excess of the amount of the security deposit.
18. The Owner and Renter agree that Owner may ask for other information concerning Renter's identity, intended use of property, financial agreements, etc.
19. Renter has read and considered the terms and conditions set forth in this Agreement and hereby agrees that they shall constitute a part of this Agreement.

RENTER:	OWNER: NAPA VALLEY HORSEMEN'S ASSOCIATION
Signed:	Signed:
Agent:	Agent:
Phone:	Phone:
Date:	President:
Date Application Rec'd:	Phone:
Date Security Amount Rec'd:	Arena Manager:
Date Insurance Rec'd:	Phone:
Date Approved by Board:	Date:

5/1/14

NAPA VALLEY HORSEMEN'S ASSOCIATION
1200 FOSTER ROAD, NAPA, CA 94559

Member-Sponsored
Arena and Grounds Rental Agreement
For Public Events

Napa Valley Horsemen's Association (hereinafter referred to as "Owner"), located at 1200 Foster Road, Napa, California 94558, and the "Renter":

Renter Name: _____
Address: _____
Phone Number: _____

Agent Name: _____
Address: _____
Phone Number: _____

Hereby agree as follows:

1. Owner hereby gives permission, subject to the terms and provisions in this Agreement, to the Renter to use that portion of the premises described in Paragraph 2 for the following period of time:

Date: _____

Event: _____

Expected number of participants: _____

Start Time: _____

End Time: _____

2. The Renter is hereby permitted to use the following designated premises (hereafter the "Property") of the Owner:

- Main arena
- Parking as designated by the owner at the time of the event
- Arena Prep: *The arena will be watered and prepped prior to the start of the event on the first day of the event.*
- If additional arena rework and drags are needed, the cost will be an additional \$50 (Fifty dollars) for each grooming which is paid to the Owner.

THERE IS NO ACCESS THROUGH THE CLUBHOUSE PARKING AREA TO THE ARENA PARKING AREA. THIS AREA IS BEING USED BY OTHERS DURING THIS TIME. ALSO, NO ENTRY OR OVERNIGHT CAMPING/PARKING BEFORE OR AFTER THE SHOW DATES IS PERMITTED UNLESS SPECIAL ARRANGEMENTS MADE WITH THE ARENA MANAGER OR OTHER OFFICIAL REPRESENTATIVE OF THE OWNER.

3. Arena Fee of **\$15.00** per day per non-member rider. This includes the cost of the arena prep as stated in Paragraph 2. The additional arena prep fees, if any, and the arena rental are to be paid to the Owner's Arena Manager, check made out to NVHA, prior to the start of the event. If the non-member fees collected do not exceed the daily insurance costs incurred by the Owner (NVHA), Renter/Sponsoring Member is responsible for reimbursing the NVHA for the difference. Because the arena is being used at no charge to the Renter, NVHA members are allowed to audit at no charge.
4. Special Provisions and modifications:
 - a. Owner will operate all arena sprinklers, not the Renter.
 - b. Security and policing is the responsibility of the Renter.

- c. The Owner reserves the exclusive right to operate/sell/provide food and beverages on/in/at or during all events on the property unless specified otherwise and agreed to in writing by the Owner and the Renter.
 - d. There will be no overnight camping unless indicated in Paragraph 2.
 - e. Renter must furnish _____ (number) of portable toilets. Required because number of people expected at event exceeds the capacity of the property restrooms.
 - f. All garbage and trash must be picked up and put in garbage cans/barrels.
 - g. No Owner equipment, panels, etc is to be removed from the property, nor fences altered.
 - h. No unsupervised minors shall be present during event.
 - i. Horses are not allowed in concession/bar/grandstand areas.
5. Condition of the property. The Owner and Renter agree that the property to be rented is in good and usable condition. The Owner and the Renter shall jointly inspect the property, listing any damages or other problems, prior to rental of the property.
 6. The property shall be inspected by the Owner and the Renter immediately following the use of the property, listing any damages or other problems due to the rental of the property.
 7. The Renter agrees to hold the Napa Valley Horsemen's Association, its Officers, Board of Directors, members or agents and each of them, harmless from any and all claims of loss, damage, injury, or liability of any nature whatsoever, arising directly or indirectly, out of the use of any part of the property, pursuant to this Agreement by and between the Renter or any officer, agent, employee, representative, patron, customer, admittee, guest, invitee, or other person in or on such property at the direction, request or invitation of the Renter and the Owner.
 8. The Renter, at his/her own expense, shall provide insurance satisfactory to the Owner, for the term of the Agreement, naming as additional insured the Napa Valley Horsemen's Association, its Board of Directors, Officer, members, agents and/or employees, for bodily injury and/or property damage arising directly or indirectly out of the use of any part of the property of the Owner including employees, representatives, patrons, customers, admittees, invitees, guests or other persons in or on such property at the direction, request or invitation of the Renter. Renter shall furnish the Owner with a Certificate of Insurance from the Renter's insurer of such insurance which shall provide for at least three days notice to the Owner of cancellation by such insurer or by Renter and shall show the amounts of coverage for the individual and aggregate bodily injury per occurrence and for property damage per occurrence, not to be less than, respectively, \$1,000,000 combined single limit personal injury and/or property damage. A Certificate of Insurance must be in possession of the Owner ten days prior to the date of events. Any cancellation of insurance would void any Rental Agreement.
 9. The Renter agrees to maintain the property of the Owner, which Renter is hereby permitted to use or to which Renter has access by reason of this Agreement, in good condition, and to leave the property in the same condition as before use or access by Renter except for normal wear and tear, damage by the elements and/or acts of God.
 10. The Owner shall be permitted to enter and to inspect the rented property at any and all times.
 11. The Agreement shall not be assigned or otherwise be transferred in whole or in part.
 12. This Agreement does not constitute a lease, but constitutes a mere Rental Agreement; and is limited to those areas of the property expressly and specifically described throughout this Agreement.
 13. The Renter assumes all risks of loss, damage, injury or liability of any nature whatsoever to the Renters guests, employees, representatives, patrons, customers, admittees, invitees, or other persons in or on such property at the direction of, request, or invitation of the Renter or to its/their property arising in any respect directly or indirectly, out of its use or occupation of any part of the property pursuant to this Agreement or otherwise shall be borne by the Renter.

14. No alteration or variation of the terms of the contract/agreement shall be valid unless made in writing and signed by the parties thereto. NO ORAL UNDERSTANDING OR AGREEMENTS NOT INCORPORATED HEREIN SHALL BE CONSIDERED TO BE BINDING ON ANY OF THE PARTIES HERETO.
15. The Sponsoring Member will be liable for the full amount of any insurance costs incurred by the Owner if notification of a cancelled event is not received 2 (two) business days prior to the scheduled date of the event.
16. In the event of any legal actions pursuant to this rental agreement, all reasonable legal fees and costs will be incurred by Renter.
17. The Renter understands and agrees that it may be held liable for any damages not listed in this paragraph. Renter further understands and agrees to leave the property generally orderly, to remove from the property any trash or garbage resulting from Renter's use thereof, and to repair or pay for the repair of any damage to the property caused by Renter or use of Renter thereof. Renter understands and agrees that Owner may call upon Renter to pay for any repairs necessitated by Renter's use of the property, if the cost for such repairs is in excess of the amount of the security deposit.
18. The Owner and Renter agree that Owner may ask for other information concerning Renter's identity, intended use of property, financial agreements, etc.
19. Renter has read and considered the terms and conditions set forth in this Agreement and hereby agrees that they shall constitute a part of this Agreement.

RENTER:	OWNER: NAPA VALLEY HORSEMEN'S ASSOCIATION
Signed:	Signed:
Agent:	Agent:
Phone:	Phone:
Date:	President:
Date Application Rec'd:	Phone:
Date Security Amount Rec'd:	Arena Manager:
Date Insurance Rec'd:	Phone:
Date Approved by Board:	Date:

NVHA BARN RULES Revised May 1, 2014

- 1) Keep main entrance gate closed at all times when you are on NVHA property, except during shows/public event days.
- 2) No smoking
- 3) Barn hours are generally from sunup to sundown, however it is understood that access before and after may be necessary and will be considered acceptable.
- 4) All instructors MUST provide a certificate of insurance with NVHA added as additional insured & sign a waiver. No exceptions.
- 5) Children must be supervised at all times.
- 6) Non NVHA members are not allowed at the barn or on NVHA property unless it is a show/public day or a pre-arranged volunteer day. Farriers/Vets and others with their own business insurance are exempt from this exclusion and MAY provide services at the property.
- 7) You must pick up after your horse around the barn area. If outside this area, please broadcast manure when you are finished riding, this includes the arena, round pen, pathways and the driveway.
- 8) Permanent trailer parking located at the front of the property and available upon request and approval by the board – at the current monthly prevailing rate– pick up and drop off can be done on the west side of the barn. Please do not block driveways with trailers.
- 9) No tying horses to the pipe panels or the supports for the overhangs, fences, or arenas
- 10) Riding is allowed only in pastures that do not have loose horses in them. When riding into pastures, close all gates that you open immediately after going through. Leave gates open that you find open between pastures.
- 11) Please do not use another boarder's tack or equipment without permission. Respect each other's paddock/stall/feed and storage area.
- 12) Vaccination and worming requirements are attached as part of barn rules.
- 13) Do not modify, move or add to any structure, fence or paddock.

Napa Valley Horsemen's Association, Inc.
BOARDING AGREEMENT

This agreement executed this _____ day of _____, 20____, by and between Napa Valley Horsemen's Association, Inc., herein referred to as "NVHA" and herein referred to as "Owner/Horse Lessee" agree to the following:

1. Owner/Horse Lessee agrees to pay the sum of **\$200.00**, per horse per calendar month on a month to month basis. Monthly board is to be paid in advance and is due on the first day of each month. A late charge of 10% of the balance will be due and payable for any payment not received by the 5th of each month. All board payments will be made payable to Napa Valley Horsemen's Association (NVHA) and given to the Barn Manager. Prorated daily board of **\$6.65** per day is available for pre calendar month move in if paddock and stall are available. Daily, temporary or short-term board may be considered at a rate of **\$10.00** per day and would be based on stall/paddock availability. Owner/Lessee shall pay all costs and charges of and for special services listed hereinafter, and all veterinary and medical costs that may be incurred hereinafter from the horse.
2. NVHA shall provide a stall/paddock. Owner/Horse Lessee is responsible for providing own hay, feeding and cleaning. The Owner/Horse Lessee is responsible for the care of their horse(s).
3. If the horse becomes ill or is injured, the Barn Manager or any member present shall attempt to telephone the owner immediately. If the owner/horse lessee does not immediately inform the Barn Manager or any member present regarding the measures to be taken, or if the state of the animal's health requires immediate action, the Barn Manager or any member present is authorized to request the services of a veterinarian or to give any other attention that appears to be required. The owner shall promptly pay all expenses for all services.
4. The owner/horse lessee agrees that NVHA shall not be liable for damages to horses or any cause whatsoever including, but not limited to, loss by fire, theft, running away or injury of horse. The owner/horse lessee further agrees they shall be solely responsible at all times for any and all acts of the animal including but not limited to damages to this stable's property such as stalls, buckets, lighting, fencing, wiring, waverers, etc., and claims or injuries or loss of life that may be sustained by owner, his family, invitees and agents, or any other person's or their property.
5. The owner/horse lessee agrees that boarded horses will participate in this stable's worming & immunization programs as indicated in the Barn Rules.
6. The owner/horse lessee hereby grants a lien on the animal along with its registration certificate issued by the breed association to NVHA for all charges resulting from

boarding and rendering any other services to the animal. If any such charges shall be unpaid for a period of 30 days after they come due, NVHA may, upon 30 day notice in writing to be the owner/horse lessee, seize the animal, along with registration certificate and registration papers, issued by the breed association, upon the enactment of this clause. The notice may be served through the mail, email, text or given to the owner/horse lessee by messenger. The proceeds of the sales, after paying the expense thereof, shall be applied to liquidate the indebtedness secured by the lien including all charges accrued in caring for the animal up to the date of sale and the balance shall be paid to the owner/horse lessee. If the proceeds of the sale are insufficient to cover the indebtedness, the owner/horse lessee shall pay the difference to NVHA.

7. Upon signing the agreement, owner/horse lessee acknowledges that they have read and agree to the bound to NVHA rules and owner acknowledges receipt and understanding of the current Barn Rules and owner agrees they will abide by these rules. The barn rules include the requirement that boarded horses will participate in this stables worming & immunization programs and a list of required immunizations and worming schedule has been provided to the owner/horse lessee. NVHA may revise the Barn Rules from time to time and owner/horse lessee agrees any revision shall have the same force and effect as current Barn Rules. Failure, as determined at NVHA's sole discretion, of owner/horse lessee to abide by Barn Rules may result in NVHA declaring owner/horse lessee in default hereunder and result in termination of the month to month boarding agreement.
8. Either party may terminate the contract with 7 days written notice.
9. That this agreement is entered in to the County of Napa, State of California and will be interpreted and enforced under the laws of that state.

I, THE UNDERSIGNED, HAVE READ AND UNDERSTAND THE FOREGOING AGREEMENT AND RELEASE AND AGREE TO ALL DUE CHARGES AND STABLE RULES.

Horse Owner: _____ Signature _____
(print name)

Horse's Name: _____ Date: _____

Approved by: _____ Date: _____
(NVHA)



HORSE TRAILER PARKING NAPA VALLEY HORSEMEN'S ASSOCIATION

Following are the rules for parking your horse trailer at the Napa Valley Horsemen's Association grounds.

- 1 Horse trailers are the only acceptable items to be parked at NVHA grounds
- 2 Space will be paid for in advance on a six-month basis of time at the rate of \$25.00 per month per vehicle.
- 3 If you decide to move your RV after you have paid for the space, a refund will only be given on a full month basis.
- 4 Vehicles must be in good usable condition to be stored. Subject to Board/Committee approval.
- 5 Club members only can park and pick up their own trailers.
- 6 The trailer must be registered to NVHA member (copy of registration to be provided with signed lease)
- 7 Drop off and pick up of trailers should be DURING daylight hours only
- 8 If the owner is 3 months delinquent, the vehicle will be towed at the owner's expense
- 9 NVHA will not be responsible for any damage or loss connected with member's RV including, but not limited to, vandalism, fire or collision.

NVHA Member

Date

RV Parking Manger

Rev. 5-1-14

INCOME/EXPENSE WORKSHEET

Name: _____

Date: _____

Budget Center: _____

Committee (if applicable): _____

INCOME:

Description:	_____	\$ _____
Description:	_____	\$ _____
Description:	_____	\$ _____
Description:	_____	\$ _____
Description:	_____	\$ _____
Description:	_____	\$ _____
Description:	_____	\$ _____
Description:	_____	\$ _____
Description:	_____	\$ _____
		Total: \$ -

EXPENSES:

Description:	_____	\$ _____
Description:	_____	\$ _____
Description:	_____	\$ _____
Description:	_____	\$ _____
Description:	_____	\$ _____
Description:	_____	\$ _____
Description:	_____	\$ _____
Description:	_____	\$ _____
Description:	_____	\$ _____
		Total: \$ -

INCOME AMOUNT SUBMITTED TO TREASURER

Cash: \$ _____ Checks: \$ _____

REIMBURSEMENT AMOUNT REQUESTED FROM TREASURER

Total: \$ -

COMMENTS

TREASURERS NOTES

Check # for reimbursement: _____

Total Reimbursement Amount \$ _____

Date check Issued: _____

