

APPLICATION
For Green Hill Park Equestrian Center
ROANOKE COUNTY
DEPARTMENT OF PARKS, RECREATION, & TOURISM
1206 Kessler Mill Rd.
Salem, VA 24153
Phone (540) 387-6078 Fax (540) 387-6146

Date Received _____
Forwarded To _____
Date _____
Date Approved _____

SUBMISSION OF THIS APPLICATION DOES NOT CONSTITUTE APPROVAL.

\$350 –one day show from November to March, (\$475 – two day show)
\$450-one day show from April to October, (\$575 – two day show)
\$125-clinic

1. **Please type or print.** If any question below does not apply, use N/A. Fax or return to address listed above. Any questions, please call 387-6078 ext 8267. If approved, a permit will be issued.

Name of Organization _____

Event Contact Person _____

Street Address _____

City/State/Zip _____ E-mail _____

Phone Home _____ Work _____ Fax _____

Cell _____

2. **Type of Equestrian Event:** Horse Show Clinic Other _____

Is your event open to the public? _____

3. **Date(s) of Event:** _____ **Anticipated set up date:** _____

4. **A show or clinic at GHPEC cannot begin until a permit has been issued by Roanoke County Parks, Recreation & tourism.**
5. **A \$1,000,000.00 liability insurance certificate naming the Roanoke County Board of Supervisors as the additionally insured is required within 10 business days of submission of this application. Failure to provide proof of insurance in this time frame may result in cancellation of this show.**
6. **Equine Event Report (Coggins)** – It is the responsibility of the event contact person to make sure the Equine Event Report is filed with the Virginia Department of Agriculture and Consumer Services in Wytheville.
7. **GHPEC user’s guide** - If the water trailer or sound system needs to be used, the event contact person must contact the GHPEC committee for special training prior to the equestrian event. **(Contact GHPEC Board)**
8. **Checks for rental fees must be made payable to Roanoke County Parks, Recreation & Tourism.**

Name _____
Please print

Signature

Date