



Camp Pioneer  
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Beverly, WV 26253  
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Web: [www.camppioneerwv.com](http://www.camppioneerwv.com)

Today's Date: \_\_\_\_\_

Date of Event: \_\_\_\_\_

### Agricultural Ground Dakan Arena Rental

Name of Guest or Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip Code

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Preferred Method of Contact: ☐ Email ☐ Phone ☐ Mail

Type of Event:  
☐ Competition ☐ Meeting/Clinic ☐ Agricultural Event ☐ Private Wedding/Family Reunion

Projected Attendance: \_\_\_\_\_

#### Schedule of Fees (Daily Rate): for detailed explanation see below

Date						
Daily Rates		Day 1	Day 2	Day 3	Day 4	Total
Dakan Arena (Fri, Sat, Sun)	\$500					
Mon, Tues, Wed, Thurs	\$75					
Set Up (Day before or Day after main event)	\$100					
Audio System	\$50					
Agricultural Building (seats up to 120 people)	\$150					
With use of kitchen	\$250					
Stalls ( Includes 2 bales of Shavings per Stall )	\$30					
Additional Shavings (per bale)	\$7					
Campground (all 38 sites, plus primitive)	\$600					
Grounds Fee	\$5					
Vendors	\$25					
Ticket Fees						
Security Deposit (\$300 per weekend, \$50 per weeknight)						
Total Fees						

- 1) Dakan Arena and/or Agricultural Grounds
  - Includes use of arena, cattle pens, parking and adjacent pastures.

- A discounted rental fee of \$100 will be charged for setup/use after 4 PM on the day prior to the main event and clean up before 10 AM on the day after the event.
  - Trash cans with liners will be provided around the grounds and will be emptied as needed daily during the event. Renter is responsible for picking up loose trash or additional cleaning fee may be charged. Additional cleaning fees at \$20 / hour may be applied for large events or failure of the renter to clean up. The Camp Manager or designated staff member will approve acceptable clean-up.
  - Tractor and arena rake not included. A minimum 40 HP 4WD is needed for arena conditioning.
  - Arena watering is generally available via the Beverly Volunteer Fire Department for a nominal fee/donation.
  - Bathrooms are available at the agriculture building. Bathrooms will be serviced at minimum daily and as needed during the event. Events expecting more than 150 attendees will be required to provide portable toilets at the event's cost.
  - Event Timers must be provided by renter. Areas to hang the timer have been installed over the gate entry.
  - Cattle pens are suitable for unloading both large (pot-belly) and small (gooseneck) trailers. Pens suitable for approximately 120 head (6 to 10 cwt) cows. Water tanks provided.
  - A camp manager or staff member will be on-call or available during the event for emergency maintenance issues.
- 2) Audio System: \$50 per day. Includes 2 wireless microphones (one headset, one handheld) and PA system. PA system includes hook up for auxiliary source such as iPods and external timing devices. Extra batteries included. System must be returned in same condition as rented. PA system will be provided functional at the beginning of the event. No sound technician is available throughout the day. PA system must be returned to the Camp Manager at the end of the event. Renter is responsible if system is left unattended during the rental period.
  - 3) Barn: \$200 / day includes use of twenty-two permanent stalls, covered pavilion for 40 additional expo stalls, wash racks and water. Bedding not included. Shavings may be purchased onsite for \$7 / bale. Manure should be deposited in designated area. Stalls must be stripped by the renter and manure deposited in a designated area.
  - 4) Camping: The entire campground can be exclusively rented by the event at a rate of \$600 per day. This includes 38 campsites and unlimited primitive. The event may in turn sublet and manage campsite rental for the event. Regular camping rules will apply. Maintenance personnel will be available on call. The event renter will be responsible for any damages due to subletting. Campsites may also be rented individually at the regular rates. See camping contract for rental rules and rates.
  - 5) Grounds Fee: A \$5 / head / day fee will be charged to the event for any horse not using a stall. This fee is to be collected by the event and paid to the Board by then end of the event.
  - 6) Vendor Fee: \$25 one-time fee per event per vendor, concessionaire or any other group offering items for sale at an event. Food vendors must provide copies of appropriate licenses or food handler's cards from the health department. Non-profit vendors must be clearly identified. This fee is waived for 4H groups. Vendor fee should be collected by the event and then paid to Camp. Will this event have vendors? ☐ No ☐ Yes
  - 7) Ticketed Events: An additional 10% of ticket sales will be charged to the renter for public events that sell entry tickets. (ie, rodeos, concerts). Events expecting attendance over 500 must provide appropriate security and parking attendants at the renter's cost.  
Will tickets be sold to this event, either in advance or at the door? ☐ No ☐ Yes, Price: \_\_\_\_\_

**Alcoholic Beverages:** Service or sale of alcohol is permitted by permit only. Appropriate insurance is required. No glass permitted on the property. A separate application is required, please contact the camp manager. Application does not guarantee approval.

**Would you like to apply for an alcohol service permit?** ☐ No ☐ Yes

**Insurance:** Event insurance may be required. A copy of the insurance policy must be provided 5 days prior to the event to confirm the reservation. **See addendum #6.**

**Insurance is** ☐ required **or** ☐ not required for this event.

**Advertising/Promotion:** Public events will be listed on the Camp Pioneer & Dakan Arena website, social media, etc and provided to the Randolph County Convention & Visitors Bureau.

**Reservation / Cancellation Policy:** Arena rental, barn rental and exclusive campsite rental must be prepaid 120 days prior to the date of event to confirm the reservation. No refunds will be made for cancellations within 120 days of an event. Facility may be reserved up to one year in advance. Checks should be made payable to the *Randolph County Park and Recreation Board*.

**Security / Cleaning Deposit:** A deposit will be required at the time of reservation for costs incurred due to cleaning. Deposit will be refunded after grounds are inspected by the manager. \$300 per weekend. \$50 per weeknight.

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**Total Rental Fees:** \_\_\_\_\_ **Check Number:** \_\_\_\_\_ **Received by:** \_\_\_\_\_

The Randolph County Park and Recreation Board, its employees or board members will not be liable for injury, or personal articles, lost, damaged or stolen.

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Print Name of Renter

Signature of Renter

Date

Revised 01/15 TW