



# 5K RACES

Salt Lake County Parks and Recreation

6351 South 900 East, Salt Lake City, Utah 84121

Phone: (801)264-2241 Fax (801)264-2213 [www.wheelerfarm.com](http://www.wheelerfarm.com)

## RENTAL QUESTIONNAIRE & PAYMENT AGREEMENT

In order to provide each rental group with the best possible experience it is important that we have as much information on your rental as possible. Please answer the following questions with as much detail as possible. Also read and sign the document to ensure you have been made aware of the policies.

Date Reserved: \_\_\_\_\_ | Time: \_\_\_\_\_ | # of People Expected: \_\_\_\_\_

Name of Group/Organization: \_\_\_\_\_

Name of Responsible Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

### Pre-registration

Where? \_\_\_\_\_

When? \_\_\_\_\_

Cost? \_\_\_\_\_

Contact Person (Name & #) \_\_\_\_\_

### Race day & Set-Up

Cost on race day? \_\_\_\_\_

Registration time? \_\_\_\_\_

Race start time? \_\_\_\_\_

Proceeds? \_\_\_\_\_

Are you putting up a banner? \_\_\_\_\_

Are you using tents, Rental Equipment Co., (chairs, tables, etc.)? These must be authorized by Wheeler Farm  
\_\_\_\_\_

Do you need electrical power? \_\_\_\_\_

How much? (Wheeler Historic Farm can provide a total of 80 amps and two power cords. Renter is responsible for any additional electric power needed).  
\_\_\_\_\_

For what purpose is the electrical power being used?  
\_\_\_\_\_

### Reminders:

1. Be advised that Wheeler Historic Farm is a Salt Lake County park, open to the public. Other groups are very likely utilizing other areas of the Farm at the same time as your event. A certain amount of noise is to be expected and tolerated.
2. All County rules and regulations will be enforced.
3. Wheeler Farm cannot accept deliveries for outside parties provide storage or watch over items. It is the responsibility of the renter to confer with rental companies and arrange delivery times to match the time that the rental begins as stated in the rental contract.
4. Equipment, materials and supplies must be removed from the premises at the conclusion of the event. If equipment is not picked up, you will be charged for the storage time.

5. The rental time includes set up and take down, and cleaning. If more time is needed, we are happy to accommodate that request if the space is available and if payment is made upfront. Payment for additional time cannot be deducted from cleaning deposits and must be paid prior to entering the space

**RULES AND REGULATIONS SPECIFIC TO THE 5K RACES:**

- ABSOLUTELY NO PERMANENT MARKINGS CAN BE MADE ON THE FARM GROUNDS. THIS INCLUDES THE USE OF SPRAY PAINT TO MARK TRAILS OR COURSE DIRECTION. PLEASE USE CONES, PORTABLE SIGNAGE OR VOLUNTEERS TO HELP MARK TURNS.
- UNDER NO CIRCUMSTANCES ARE HOLES AND/OR SPIKES ETC. TO BE DUG/PLACED INTO THE GROUND.
- WHEELER FARM CURRENTLY HAS A 5K COURSE MAPPED OUT; YOUR GROUP CAN USE THIS COURSE OR CREATE YOUR OWN. CREATING A NEW ROUTE DOES REQUIRE APPROVAL FROM ADMINISTRATION BEFORE THE DAY OF THE RACE TO ENSURE SAFETY GUIDELINES ARE BEING MET.
- BE ADVISED THAT A SECTION OF THE COURSE GOES THROUGH OUR GROUP CAMPSITE AND THAT THERE MAY BE CAMPERS UTILIZING THE SPACE. PLEASE BE RESPECTFUL OF EACH OTHER.
- ONE VEHICLE, ACCOMPANIED BY A PARK ATTENDANT, IS PERMITTED TO DRIVE THE COURSE BEFORE AND AFTER THE RACE TO DROP OFF SUPPLIES TO MARK THE COURSE.
- ALL MATERAILS USED FOR AND DURING THE RACE MUST BE PICKED UP AFTER THE COMPLETION OF THE RACE. THIS INCLUDES TABLES, WATER JUGS, CONES, SIGNS AND ANY DISCARDED GARBAGE. CLEANING DEPOSITS WILL BE WITHHELD IF THE AREA IS NOT PROPERLY CLEANED OR IF ANY DAMAGE OCCURS.
- PLEASE PROVIDE WHEELER FARM WITH A FLYER OR REGISTRATION FORM FOR YOUR EVENT AS SOON AS POSSIBLE SO WE CAN DIRECT CALLS AND ANSWER ANY INQUIRIES.

**Payment Record**

	<u>Date</u>	<u>Type of Payment (check, Credit, Cash)</u>	<u>Receipt#</u>	<u>Amount Paid</u>	<u>Balance</u>
Race Course Fee \$100.00					
Security Deposit \$25.00					
Cleaning Deposit \$100.00					
Staff Fee (TBD)					
Electrical Power \$50.00/Unit					
<b>Total:</b>					

By signing this document, I acknowledge that I understand and agree with the contents and Disclosures of the General Rental Agreements and Facility Rental Deposit/Payment Agreement. Failure to abide by these conditions will terminate this reservation.

\_\_\_\_\_  
SIGNATURE (LESSEE)

\_\_\_\_\_  
LESSEE NAME PRINTED

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE WHEELER HISTORIC FARM AGENT

\_\_\_\_\_  
DATE

**For Office Use Only:**

REFUND MADE TO:	DATE:
ADDRESS	AMOUNT/CHECK #
CITY, STATE	REASON



**CREDIT CARD INFORMATION:**

TYPE OF CARD (VISA, MASTERCARD, DEBIT):	CARD NUMBER:	
NAME ON CARD	EXPIRATION DATE	
CARD SECURITY NUMBER (ON BACK UPPER RIGHT HAND CORNER OF CARD)	ZIP CODE:	