



Event Planning Tips

This is your guide to planning a successful event at the Leatherdale Equine Center. The resources listed here are the most common questions we're asked about hosting events at the Equine Center. There's even a checklist to help you keep track of what you need!

Parking

Parking at Leatherdale Equine Center is by parking permit only. Any vehicle parked at the facility without displaying the proper permit is at risk for parking tickets and towing at the vehicle owner's expense. If you want to use the lot at the Equine Center, your group must contact the Parking & Transportation Services department directly. Parking and Transportation services will bill your organization separately for parking services. **If you need trailer parking, please contact Sue Loly.**

To obtain parking hangtags:

Contact the department of [Parking and Transportation Services](#) at 612-626-7275. Let them know that you are having an event at the Leatherdale Equine Center and are interested in obtaining parking hangtags.

Additional parking options:

If you prefer to not make arrangements for your event, public parking is available in [Gortner Avenue ramp](#), [Lot S104](#) and [Lot S108](#) located on the University of Minnesota's Saint Paul campus. Gortner Avenue ramp charges parking at an hourly rate while Lots S104 and S108 are charged at a daily rate.

No overnight camping is allowed at Leatherdale Equine Center.

Department of Parking & Transportation Services : <http://www.pts.umn.edu/>
Gortner Avenue Ramp: <http://www.pts.umn.edu/park/facilities/gortner>

Lot S104: <http://www.pts.umn.edu/park/facilities/lotS104>
Lot S108: <http://www.pts.umn.edu/park/facilities/lotS108>

Food & Beverage

Food and/or beverages are allowed to be brought into the event spaces at the Equine Center. Catering services are also welcome. Your event organizers are responsible for making these arrangements. Food and non-alcoholic beverages served free of charge to your event attendees do not require any additional action. If you want to offer these items for purchase or intend to serve alcohol at your event, additional actions are needed.

Food and/or Beverages for Purchase

Including concessions and novelties, food and beverage for purchase requires permission from the department of Environmental Health and Safety. A permit may be required. Additional information can be found here: http://dehs.umn.edu/poh_fwh_serfefood.htm. Any questions regarding the University's food service policy can be directed to the department of Environmental Health and Safety at dehs@umn.edu or 612-626-6002.

Alcohol

If you want to serve event attendees alcohol, whether it is free of charge or for purchase, an Alcohol Use Application must be filled out. This application should be submitted to the Office of Risk Management for approval no less than 15 business days before the scheduled event. Please discuss your alcohol plans with the Equine Center event management team before filling out the application.

University Organizations: <http://policy.umn.edu/sites/policy.umn.edu/files/forms/um23p.pdf>

Non-University Organizations: <http://policy.umn.edu/sites/policy.umn.edu/files/forms/um1710p.pdf>

Insurance

A certificate of insurance or other acceptable evidence of insurance coverage is required 30 days before the event or upon execution of our event contract. The list below provides more detail about the insurance requirement for events held at the Equine Center.

One of the following must be provided:

- ❖ Commercial General Liability Insurance with a minimum limit of \$1,000,000 per occurrence; or qualified self-insurance subject to approval by the University
- ❖ Proof that your organization has purchased event liability insurance with a minimum of \$1,000,000.00 per occurrence. You may purchase from the insurer of your choice, or Equisport Agency, Inc. <http://equisportagency.com/horseshow.php>, phone 1-800-432-1215, or The Equestrian Group, contact Carrie Wright, ewright@eggroup.com, phone 1-800-874-9191.
- ❖ State or other government agencies that are self-insured shall provide a letter stating that fact and the coverage limits for such insurance on departmental letterhead.

Animal Safety

Leatherdale Equine Center is also home to the Piper Equine Hospital which means animal safety is our priority. For the safety of Piper Equine Hospital patients, we ask that you comply with the following requirements:

Equine Requirements

- ❖ A negative Coggins is required for every horse brought into the Equine Center
- ❖ Any horse brought from out of state will require a health certificate

Canine Requirements

- ❖ Proof of current Rabies vaccination is required for every dog brought into the Equine Center
- ❖ All other vaccinations must be current as well

Event Checklist

Before your event:

- Provide copy of insurance to Sue Loly
- Confirm event logistics with Sue Loly
- Contact Parking & Transportation Services department for parking permits
- Contact Sue Loly for required food and beverage permits (only if you are serving alcohol or selling food/beverage/concessions/novelties)
- Obtain liability waiver for each event participant (for live horse events, ex. clinic riders)
- Obtain required documents for live animals
 - Coggins required for horses
 - Rabies and current vaccines for dogs

After your event:

- You are responsible for cleaning up after their event. Please make sure trash or recyclables are properly disposed of. Stalls are to be stripped.
- Invoice will be emailed to contact on file and is due upon receipt

Event Management Contacts

Name	Email	Phone
Sue Loly	lolyx001@umn.edu	612-626-6417