

Inspection Application Private Venues

Background on Selecting a Private Venue: FHANA prefers that Inspections be held at public facilities, facilities that are not owned or operated by FHANA members. However, we recognize that this may not be feasible in certain places and at certain times. In these situations, a private venue might be considered. To obtain approval for a private venue, FHANA requires the Site Host to complete a Private Venue Application in advance. These applications are reviewed by both the Inspection Committee and approved by the FHANA Board of Directors to ensure the event meets organizational expectations. Your application submission does not guarantee you a Private Venue. The Inspection committee will review each and every application. The application form can be found on the FHANA website under Inspection Information. FHANA will consider approving Private Venue requests based on the following expectations.

- The Private Venue Application Form must be complete. If it is not, it will be returned to the requestor for further action.
- All public facility options must be explored and exhausted before submitting a Private Venue Application. These attempts and their results should be detailed on the form below.
- Inspection fees are to be reasonable for all participating, this includes stall fees, cost for shavings, and the like. Ideally, there should be a cost savings for participants.
- The number of horses attending, both for the facility owner and participating members.
- The site must have or provide adequate and safe stabling for all participants.
- The site must have an appropriate and safe arena, including access to a covered arena in case of inclement weather.
- Hosts must follow the Code of Conduct, demonstrating ethical behavior.
 - Hosts are expected to be impartial, utilize sound judgment, and avoid situations that could lead to a perceived or actual conflict of interest. To avoid conflict of interest, the host will ensure all participants are treated equitably, fairly, and objectively.
 - Hosts are not allowed to promote their business interests for personal or financial gain.
 - Hosts are expected to treat all attendees with respect and dignity.
 - The host is expected to promote a supportive environment that values diversity and inclusion.

FHANA desires each site to have a minimum of 20 participating horses in order to schedule an Inspection. Sites with less than 20 will be considered following a formal review process of extenuating circumstances. These circumstances could include geographical location, previous year(s) attendance, and other unique circumstances. These circumstances must be included in the application (question 4 on the form).

Should you have any questions, don't hesitate to contact the Inspection Committee Chair or the FHANA Executive Director, we are happy to assist you.

Private Venue Application Form

Site Name:

Site Location

Site Host/Point of Contact:

- 1. Your Attempts to Secure Public Venue:** Please detail what public venues you contacted to secure an Inspection venue and your findings for each location:
- 2. Requested Date/Day of the week (Please List 3):**
- 3. Cost Savings:** Is there cost savings for all participants? Please explain: _
- 4. List any fees that will be charged for stalling, shavings, and the like:**
- 5. Participating Horses:** How many horses will be attending the proposed private venue?
Number of private venue owner/operator horses:

Participating FHANA members horses:

Total number of horses:

Comments:

If there are less than 20 horses please explain your extenuating circumstances:

6. **Stabling:** How many stalls are available for the proposed private venue site?

Comments:

7. **Facilities:** Does the private site have an appropriate and safe arena, and access to a covered arena in case of inclement weather?

Size of Indoor Arena

Size of Outdoor Arena

8. **Ethical Standards:** Inspection Hosts are expected to be impartial, utilize sound judgment, avoid situations that could lead to a perceived or actual conflict of interest. They are expected to treat all attendees with respect and dignity and are not allowed to promote their business interests for personal or financial gain. Hosts promote a supportive environment that values diversity and inclusion and ensure all participants are treated equitably, fairly, and objectively. Please sign to indicate your understanding and intent to comply.

Name:

What are your plans as host to ensure compliance with these ethical standards?

9. **Is There Any Other Justification for the Private Venue?**

10. **What are your Insurance Requirements? Example:** The Ionia Free Fair Association, its directors, employees and agents are named as Additional Insured as per written contract with respect to the General Liability policy described above and subject to provisions and limitations of the policy

11. **Name of Commercial Airport:**

12. Hotel Information Name:

Hotel Address:

Hotel Phone Number:

Hotel Website (if available):

Do you want FHANA to book the Judges Hotel Rooms

**13. Distance and Time to Travel from Venue to Hotel: Miles
Time**

**14. Distance and Time to travel from Airport to Venue: Miles
Time**

15. Number of Inspection Programs Needed:

Point of Contact:

Name:

Phone:

Email:

By signing this request, I certify that I have read the Site Host Manual and understand the duties of a Site Host as outlined therein.

Signature/Date:

Additional Comments