

# Friends of Sunset Farm

## Activity Scheduling Information

If you or your group would like to have an equestrian clinic/ show/ or other formal activity at Sunset Farm Park, here's how to get started:

1. Contact the *Friends of Sunset Farm* first, to see if the date you want is available. ([info@friendsofsunsetfarm.org](mailto:info@friendsofsunsetfarm.org) or 360.319.1138) If the date is available, your activity will be added to the calendar on the website ([www.friendsofsunsetfarm.org](http://www.friendsofsunsetfarm.org))
2. Obtain a **Special Event Application** (**\*\*\*see note below**) from the Whatcom County Parks office or by downloading from [www.friendsofsunsetfarm.org](http://www.friendsofsunsetfarm.org)
3. Fill out the Special Event Application and return it to the Parks Office at least 60 days prior to your activity. Be prepared to provide a Certificate of Insurance with at least \$1,000,000 of liability insurance that names **Whatcom County \*and\* the Friends of Sunset Farm** as "*Additional Insureds*". When your activity is approved by the Parks Dept, your activity will also be listed on the sign at the Park.
4. *The Friends of Sunset Farm charges a fee for the exclusive use of any or all of the Park.* Fees are \$5 per horse and rider for using the arena only, \$15 per horse and rider for the use of the whole park. The fees are used to help defray insurance and maintenance costs. These fees are subject to change, but are current as of May 2014. To make it easier and less risky for organizers, rather than the traditional flat rental fee, a "per participant" amount is charged. (*Depending on the nature of the event, there may be a minimum charge per hour if the number of expected participants is very low*)

**\*\*\*NOTE: A Special Event Application is required if you are charging a fee for your activity (either for participants or spectators), impacting other park users (by having EXCLUSIVE USE of part or all of the Park) or inviting the public to your activity. You must fill out the Special Event Application and provide a Certificate of Insurance to get approval from the Whatcom County Parks and Recreation Department for your activity.**

If you need more information regarding the Special Event Application, you may contact the Parks Department directly at:

**Whatcom County Parks & Rec Dept.**  
**3373 Mount Baker Hwy**  
**Bellingham, WA 98226**  
**360.733.2900**

If you just need some assistance completing the Special Event Application, a representative of the Friends, Robbie Harris, would be happy to help! E-mail [info@friendsofsunsetfarm.org](mailto:info@friendsofsunsetfarm.org) or call 360.319.1138