

# 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 Equestrian Center, 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 30 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 as an "Additional Insured". 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 does not charge a FEE per se for the exclusive use of the arena or even the entire Park, but asks instead that a "per user" amount be collected by activity organizers on behalf of the Friends of Sunset Farm, the fees being used to help defray maintenance costs. Suggested amounts are \$5 per horse and rider for using the arena only, \$15 per horse and rider for the use of the whole park (ie: a Horse Trial, Event Derby or Extreme Cowboy Competition) and for use of the paddocks - \$5 for day use and \$10 for overnight. These suggested fee amounts are subject to change, but are current as of September 2010.

**\*\*\*NOTE: 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**