

Inspection Application Public Venues

Please complete this form in its entirety to request an Inspection at a public venue and submit it to the FHANA Executive Director prior to **Oct 15**, the year prior to the anticipated inspection. **Submission of this document does not guarantee that your request will be approved.** Should you have any questions, please don't hesitate to contact the Inspection Committee Chair or the FHANA Executive Director. See the Site Host Manual for specific instructions to complete this form. Incomplete forms will be returned. Failure to submit this form prior to the referenced deadline will result in the omission of the site for the year.

Your submission does not guarantee you an inspection. The inspection committee will review each and every application. Items that will be considered: number of horses in the area, distance between other regional inspections, frequency of inspection to list a few.

The FHANA desires each site to obtain a minimum of 20 participating horses per site in order to schedule an Inspection. Sites with less than 20 will be considered following a formal review process of the site's application identifying any extenuating circumstances. Extenuating circumstances might include geographical location, previous year(s) attendance and other unique circumstances. These circumstances must be included in the application if the site anticipates consideration by the reviewing authority. This application must be forwarded to the FHANA Executive Director and the FHANA Inspection Committee for review.

Site Name:

Have You Confirmed the Inspection Site is Available for your use? Yes: No:

Is the Site a Private or Public Venue? Please specify:

If this is a private venue, please fill out the private venue application form can be found on the FHANA website.

1. **Cost Savings:** Is there cost savings for all participants? Please explain:
2. **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.

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

3. **Facilities:** Does the site have or provide adequate and safe stabling for all participants, an appropriate and safe arena, and access to a covered arena in case of inclement weather?

4. **Geographical Location (City/State):**

5. **Point of Contact:**
Name:
Phone:
Email:

6. **Hosting Chapter(s) (if applicable):**

7. **Preferred Day of the week (Please List 3):**

8. **Anticipated Number of Horses:**

9. **Facility Information:**
Indoor Arena Size:
Outdoor Arena Size:
Quantity of Stalls:

Address:
Phone :

10. **Insurance Requirements (Please list the requirements of the facility):**

Insurance Example:
Ionia County Fairgrounds
317 S. Dexter
Ionia, MI 48846
Additional Info:

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. Commercial Airport:

12. Hotel Information:

Name of Hotel:

Address of Hotel:

Phone Number:

Website (if available)

Distance from Venue to Hotel (miles/km and time):

Distance from Airport to Venue: (miles/km and time):

13. Number of Programs Needed:

14. You May Add Additional Background Information or Remarks on Page 3.

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: _____

Extra Page if Needed