



**AWEC – BOOKING FORM**

Date Required - ..... Number of Days - ..... In time ..... Out time - ..... Email: [awec@bigpond.com](mailto:awec@bigpond.com) Website: [www.awec.net.au](http://www.awec.net.au)

Name of Hirer and Event - ..... Contact Person - .....

Phone/Mobile - ..... Email - ..... Est. no. of Horses - .....

**\*\*Surfaces include – Sand, Turf, or Campdraft Arena’s or Polocrosse Fields \*\*All packages are just hire of ground, they do not include ground service fee per horse**

PACKAGES AVAILABLE	Cost per day	PACKAGE INCLUDES	DATE/S REQUIRED	RUNNING TOTAL
Arena Package 1	\$300.00	1 Surface, amenities – toilets/showers, kitchen facilities & PA system		
Arena Package 2	\$375.00	1.5 Surfaces, amenities – toilets/showers, kitchen facilities & PA system		
Arena Package 3	\$420.00	2 Surfaces, amenities – toilets/showers, kitchen facilities & PA system		
Arena Package 4	\$485.00	2.5 Surfaces, amenities – toilets/showers, kitchen facilities & PA system		
Arena Package 5	\$500.00	3 Surfaces, amenities – toilets/showers, kitchen facilities & PA system		
Cowhorse Package	\$250.00	Campdraft Arena, Campdraft Shed, Large Amenities Block – toilets/showers		
Cross Country Package 1	\$265.00	Cross Country Course, amenities – toilets/showers – max 30 riders		
Cross Country Package 2	\$600.00	XC-Course, Sand & Turf Arenas, Clubrooms, toilets/showers, kitchen & PA		
For bookings larger than our packages, please contact us to arrange a personalised quote		<b>** BELOW ARE EXTRA ITEMS THAT CAN BE HIRED, THEY ARE ** ** NOT INCLUDED IN ANY OF THE PACKAGES ABOVE **</b>		
Showjumping Equipment	\$100.00	All Showjumping Equipment, charged per day		
Portable Dressage Arenas – witches hat style	\$50.00	\$50 per arena, per day, 3 arena’s available to hire		
Portable Dressage Arenas – New	\$85.00	\$85 per arena, per day, 3 new arena’s available to hire		
Roaming Microphone	\$55.00	Per day price for Roaming Microphone		
Garbage Service / price per skip	\$110.00	Price per skip – added to bill after account		
Tractor Hire	\$45.00	Per hour (driver provided)		
<b>Ground Service fee per rider, per event FOR ALL PARTICIPANTS</b>	\$8.00	Facility fee charged to all riders, AWEC members or not, total is added to invoice after the event once number of riders has been confirmed.		

SPECIAL REQUIREMENTS FOR THIS BOOKING – Please list below

SUBTOTAL \$ \_\_\_\_\_

..... LESS DEPOSIT PAID ON \_\_\_\_\_ / \_\_\_\_\_ /2010 \$ \_\_\_\_\_

..... **TOTAL LEFT TO PAY \$ \_\_\_\_\_**

**(plus ground service fee - \$8.00 per rider/after event)**

## GUIDELINES FOR HIRERS – PLEASE READ BEFORE HANDING IN YOUR FORM

- **Bond & Replacement of goods:** A bond is required from all hirers. The bond amount is determined on the size of your event, after we have received your booking form, you will be contacted by our office and advised on your bond amount. The bond is to ensure that the grounds, amenities and equipment are all handed back to us in the same condition as they were hired.  
There are 3 wheelbarrows, 3 rakes and 8 x 4 metre hoses and fittings available for use around the stable complex, at the conclusion of your event, it is your responsibility to ensure these items are not missing or damaged, otherwise the hirer will be liable for the replacement of these goods.
- **Cleaning** fees are optional for hiring groups. You can arrange your own cleaning during and after event, but must comply with AWEC standards, all amenities must be handed back in the same condition as they were hired.
- **Ground Service Fee** – is a facility fee charged to **all** riders participating in an event, whether they are an AWEC member or not, everyone must pay the \$8.00 Ground Service Fee to participate in an event. Hirers must count the amount of riders they had in their event and report the number back to our Office Administrator within 7 days of the event. The ground service fee will then be added to the final invoice.
- **Bedding** for Stables and Yards are to be supplied by the hirer, after the event they are to be removed and placed in the manure bays provided. If yards/stables are left dirty a \$22 per yard/stable cleaning fee will apply. AWEC management prefers that you use shavings, sawdust, rice hulls or similar instead of straw in your stables/yards.
- **Alcohol Sales** required by hirer must be run in accordance with NSW government liquor licensing regulations in conjunction with AWEC rules. The Liquor Licence can be hired but an application must be submitted first to AWEC Committee and applications must be put in at least 50 days before the event.
- **Noise Levels/PA Systems** – No public address systems are to be operated before 8am on any morning. PA Systems are to be turned off by midnight on Fridays, Saturdays and any day preceding a public holiday, all other nights PA's must be turned off by 10pm. Music at night must be played at a reasonable level and must be inaudible in the residential area as soon as practical and at the latest by midnight. No dial is to be turned above the number 6 at any time.
- **Yards** – Due to EFA regulations, there are to be no taped yards erected, only steel panelled yards and AWEC yards can be used.
- **Cross Country Course** – when hired does not come with any extra equipment like flags, numbers etc.
- **Horses** – can be tied to floats if they are under supervision. Under no circumstances are horses to be tied to any AWEC fences.
- A debt collection policy is in place and will be adhered to for all hirers and competitors that book stables, yards or camping.

- **Stables/Yards/Camping** – must all be booked through AWEC. Individual competitors need to book their own stables/yards/camping with our Office Administrator. Hirers need to include the booking details below on their entry forms/programmes before sending them out to competitors. Please include the following details:

*\*\*\* “All Stable/Yards/Camping bookings must be booked directly through AWEC’s Office Administrator – Linda Martins, to book online go to – [www.awec.net.au](http://www.awec.net.au) or email – [awec@bigpond.com](mailto:awec@bigpond.com) or phone during Office hrs 9:30am – 3pm Mon to Fri, on (02) 6043 2777. The closing date for all bookings is 7 days before the event, no late bookings will be taken.” \*\*\**

- **Cancelation Policy** – Any bookings cancelled out of 48 hours of event will be charged 50% of their booking, any bookings cancelled within 48 hours of their event will be charged 100% of their booking. This policy includes bookings for events, stables, yards and camping.
- **Payments for stable/yard/camping bookings** – All bookings must be paid in advance, there is no collection of funds on the day of events. Payments can be made via credit card, direct deposit, cheque or cash. All Stable and yard bookings include a \$22 per yard cleaning bond which must be sent in along with payment, before events.

A separate cheque or credit card can be used for the bond and will not be charged unless the yard/stable is left dirty after the event. Cheques and credit card numbers are shredded after the events.

- **Your booking will not be confirmed until this form and the 25% deposit has been received by our AWEC Office Administrator.**