

**AWEC – BOOKING FORM**



Date Required - .....Number of Days - .....In time .....Out time - ..... Est. no. of Horses - .....

Name of Hirer and Event - .....

Contact Person - .....Phone/Mobile - .....Email - .....

**\*\* All package prices are charged per day and do not include ground service fee \*\***      **\*\* Surfaces include – Sand Arena, Turf Arena, or Polocrosse Fields \*\***

<b>PACKAGES AVAILABLE</b>	<b>Cost</b>	<b>PACKAGE INCLUDES</b>	<b>DATE/S</b>	<b>TOTAL</b>
Arena Package 1 – cost per day	\$335.00	1 Surface, amenities – toilets/showers, kitchen facilities & PA system		
Arena Package 2 – cost per day	\$410.00	1.5 Surfaces, amenities – toilets/showers, kitchen facilities & PA system		
Arena Package 3 – cost per day	\$500.00	2 Surfaces, amenities – toilets/showers, kitchen facilities & PA system		
Arena Package 4 – cost per day	\$600.00	2.5 Surfaces, amenities – toilets/showers, kitchen facilities & PA system		
Arena Package 5 – cost per day	\$650.00	3 Surfaces, amenities – toilets/showers, kitchen facilities & PA system		
Cowhorse Package – cost per day	\$295.00	Cowhorse Arena, Cowhorse Shed, Large Amenities Block – toilets/showers		
XC Course Package 1 – <b>Time Zone A - Peak</b>	\$350.00	<b>Time A–Peak Apr-Jun</b> XC Course, amenities – toilets/showers – max 30 riders		
XC Course Package 1 – <b>Time Zone C – Off Peak</b>	\$265.00	<b>Time C–Off Peak Sep-Feb</b> XC Course, amenities-toilets/showers-max 30 riders		
XC Course Package 2 – <b>Time Zone A – Peak</b>	\$850.00	<b>Apr-Jun</b> XC Course, Sand & Turf arenas, Clubrooms, kitchen, PA & amenities		
XC Course Package 2 – <b>Time Zone C – Off Peak</b>	\$600.00	<b>Sep-Feb</b> XC Course, Sand & Turf arenas, Clubrooms, kitchen, PA & amenities		
<b>Ground Service fee per horse, charged up to 3 horses, per event for all participants</b>	\$8.00	<b>Facility fee charged to all riders including AWEC members. A list of competitors is to be forwarded to Office Administrator prior to event</b>		
<b>For larger bookings, call for a personalised quote</b>		<b>** Below are extra items not included in packages above **</b>		
Dressage Arenas – witches hat style	\$55.00	\$55 per arena, per day, 3 arena’s available to hire		
Dressage Arenas – New	\$90.00	\$90 per arena, per day, 3 new arena’s available to hire		
Dressage Arena set up & take down	\$70 / \$95	Set up only - \$70 per arena / Set up and take down - \$95 per arena		
Dressage Arena Bond for Damages/Repairs	\$100.00	Bond required in case of damages – bond returned to hirer after event		
Showjumping Equipment – Training Gear	\$150.00	Showjumping Training Gear – charged per event		
Showjumping Equipment – Competition Gear	\$250.00	Showjumping Competition Gear – charged per event		
SJ Equipment Bond for Damages/Repairs	\$100.00	Bond required in case of damages – bond returned to hirer after event		
Portable Food Van / Judges-Secretary’s Office	\$55.00	Portable van can be used for food sales or as a Judges/Secretary’s Office		
Roaming Microphone	\$60.00	Roaming Microphone – charged per event		
Large Lights on Sand Arena – charge per hour	\$40.00	Large Lights on Sand Arena – charged per hour		
Garbage Service / price per skip	\$110.00	Price per skip – added to account after event		
Tractor Hire per hour / with our grounds person	\$60.00	Per hour with our grounds person – please arrange prior to event		
Clubhouse / Amenities Cleaning	\$120.00	Hirers to hand clubrooms/amenities back clean – or arrange AWEC to clean		
Vendors per site – charged per day	\$30.00	Sales vendors are charged per site – per day during events		

*SPECIAL REQUIREMENTS FOR THIS BOOKING – Please list below* SUBTOTAL \$ \_\_\_\_\_

.....LESS DEPOSIT PAID ON \_\_\_\_\_ / \_\_\_\_\_ /2011 \$ \_\_\_\_\_

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

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

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

- **Bonds:** A bond of \$500 is required from all hirers. The bond is to ensure that the grounds and amenities are handed back to us in the same condition as they were hired. If your event is very small a negotiated bond can be applied.  
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.  
A bond is required for the hire of showjumping equipment and dressage arenas in case of damages during your event. This and other bonds will be returned after the grounds and equipment have been checked and found to be in the same condition as given prior to event.
- **Your booking will not be confirmed until this form, the 25% deposit and the bond has been received by our AWEC Office Administrator. Post or email in your forms to PO Box 1018 Lavington, NSW, 2641 or email: [awec@bigpond.com](mailto:awec@bigpond.com)**
- A **Debt Collection Policy** is in place and will be adhered to for all hirers.
- **Event Cancellation Policy** – If an event is cancelled within 48 hours of scheduled event time, 50% of the event will be charged. If an event is cancelled out of the 48 hour period of scheduled event time, 25% (the deposit) will be charged.
- **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. Or you can arrange for AWEC to clean amenities for you – fees apply, see above.
- **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. This is a per horse charge so for competitors bringing in more than 1 horse, they must be made aware that they pay per horse – but only up to 3 horses, so they can bring in 6 but only pay for 3. Hirers must supply a list of competitors and number of horses prior to the event to the Office Administrator. After the event the hirer must confirm the number of horses back to our Office Administrator within 3 days of the event. The ground service fee will then be added to the final invoice.
- **Alcohol Sales** required by hirer must be run in accordance with NSW government liquor licensing regulations in conjunction with AWEC rules. The hirer must apply with NSW Office of Liquor Gaming & Racing for a Limited License – Single Function. Details can be found at – [www.olgr.nsw.gov.au](http://www.olgr.nsw.gov.au) – for more information phone the Office Administrator.
- **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.
- **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.
- **Yards** – Due to EFA regulations, there are to be no taped yards erected, only steel panelled yards and AWEC yards can be used.
- **Bedding** for Stables and Yards are to be supplied by the hirer/user, after the event all waste & bedding is 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.

### STABLE / YARD AND CAMPING BOOKINGS FOR COMPETITORS

- **Stables/Yards/Camping** – Competitors must book all Stables, Covered Yards, Open Yards, Powered and Non-Powered Camping through AWEC, we have an online booking system with Nominate. 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 Stables, Yards and Camping bookings must be booked directly through AWEC’s Online Booking System with Nominate.*

*Internet Link for online bookings - <http://www.nominate.com.au/stables/awec.asp>, link also available through AWEC’s website – [www.awec.net.au](http://www.awec.net.au)*

*All bookings must be completed prior to your event, the cut off for all bookings is 2pm on the Friday before your event.*

*No late bookings will be accepted.” \*\*\**

### **Declaration**

I \_\_\_\_\_ have read, understood and accepted the above policy conditions and agree to abide by them. Date: \_\_\_\_\_

Signed \_\_\_\_\_ Print Name \_\_\_\_\_