

AWEC – BOOKING FORM



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

Event Name and Hirer-

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 **

Package Options	daily cost	Package Details				DATE/S	TOTAL \$
Arena Package 1 – cost per day	\$345.00	1 Surface, amenities – toilets/showers, kitchen facilities & PA system					
Arena Package 2 – cost per day	\$420.00	1.5 Surfaces, amenities – toilets/showers, kitchen facilities & PA system					
Arena Package 3 – cost per day	\$510.00	2 Surfaces, amenities – toilets/showers, kitchen facilities & PA system					
Arena Package 4 – cost per day	\$615.00	2.5 Surfaces, amenities – toilets/showers, kitchen facilities & PA system					
Arena Package 5 – cost per day	\$665.00	3 Surfaces, amenities – toilets/showers, kitchen facilities & PA system					
Please tick which surfaces you require:		<input type="checkbox"/> SAND ARENA	<input type="checkbox"/> POLOCROSSE FIELDS FRONT				
		<input type="checkbox"/> TURF ARENA	<input type="checkbox"/> POLOCROSSE FIELDS BACK				
Cowhorse Package – cost per day	\$310.00	Cowhorse Arena, Cowhorse Shed, Large Amenities Block – toilets/showers					
XC Course Package 1	\$380.00	XC Course, amenities – toilets/showers – max 30 riders					
XC Course Package 2	\$870.00	XC Course, Sand & Turf arenas, Clubrooms, kitchen, PA & amenities					
Ground Service fee per rider, per event for all competitors	\$ 15.00	Facility fee charged to all riders including AWEC members. A list of competitors is to be forwarded to Office Administrator prior to event					
Individual items for hire	daily cost	Details					
Polocrosse Fields/Area = 2 fields – not watered	\$210.00	Per area = 2 fields – extra cost to have fields watered leading up to event					
Half Polocrosse Field/Area = 1 field not watered	\$125.00	Per area = 1 field – extra cost to have field watered leading up to event					
Please tick which fields you require		<input type="checkbox"/> POLO FIELDS FRONT (behind Amenities Block) <input type="checkbox"/> POLO FIELDS BACK (in front of Polo Shed)					
XC COURSE TRAINING	daily cost	Details of XC Course Training					
<i>XC Course Training is when a portion of the course is used for training/rallies. Each rider including AWEA Members must pay a XC course training fee.</i>							
XC Training AWEA member	\$ 10.00	\$10 per day					
XC Training non AWEA member	\$ 30.00						
INDIVIDUAL ITEMS FOR HIRE	daily cost	DATE/S	TOTAL \$	INDIVIDUAL ITEMS FOR HIRE	daily cost	DATE/S	TOTAL \$
Full Sand Arena – use of full sand arena only	\$210.00			Half Sand Arena – use of half of sand arena	\$125.00		
Full Turf Arena – use of full turf arena only	\$210.00			Half Turf Arena – use of half of turf arena	\$125.00		
Cowhorse Arena - Use of Cowhorse arena only	\$175.00			Cowhorse Shed and undercover area only	\$185.00		
Polocrosse Shed - Ideal for seated meals/dinners	\$185.00			Clubhouse – Amenities, Catering & PA	\$175.00		
PA System – use of PA system in Clubhouse	\$110.00			Roaming Microphone – use on Sand arena	\$ 60.00		
INDIVIDUAL ITEMS FOR HIRE	daily cost	DATE/S	TOTAL \$	INDIVIDUAL ITEMS FOR HIRE	daily cost	DATE/S	TOTAL \$
Dressage Arenas – witches hat style 3 available	\$ 60.00 ea			Dressage Arenas – New style 3 available	\$ 95.00 ea		
Showjumping Equipment – Training Gear	\$150.00			Showjumping Equip – Competition Gear	\$300.00		
Bond for Damages/Repairs – Dressage Arenas	\$100.00			Bond for Damages/Repairs – SJ Equipment	\$100.00		
Portable Food Van / Judges-Secretary’s Office	\$ 60.00			Large Lights on Sand Arena – charge per hr	\$ 45.00		
Vendors per site – charged per day	\$ 30.00			Garbage Service / price per skip	\$110.00		

Clubhouse/Amenities Cleaning – hirer must clean amenities or book AWEC to do it after event	\$120.00			Clubhouse per day	\$180.00		
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SPECIAL REQUIREMENTS FOR THIS BOOKING – Please list below

TOTAL \$ _____

..... LESS DEPOSIT PAID ON _____ / _____ /2015\$ _____

..... **TOTAL LEFT TO PAY** \$ _____
(plus ground service fee - \$15.00 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/s 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**
 - 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.
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- **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 \$10.00 Ground Service Fee to participate in an event. Hirers must supply a list of competitors prior to the event to the AWEC Office Administrator. After the event the hirer must confirm the number of riders 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 – 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. AWEC yards can be hired.
- **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 \$25 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

All bookings must be completed prior to your event; the cut off for all bookings is 12pm 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 _____