

**Albury Wodonga Equestrian Centre – BOOKING FORM**

Date Required - .....Number of Days - .....In time .....Out 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 \*\***

<b>Package Options</b>	<b>daily cost</b>	<b>Package Details</b>	<b>DATE/S</b>	<b>TOTAL \$</b>
Arena Package 1 – cost per day	\$355	1 Surface, amenities – toilets/showers, kitchen facilities & PA system		
Arena Package 2 – cost per day	\$435	1.5 Surfaces, amenities – toilets/showers, kitchen facilities & PA system		
Arena Package 3 – cost per day	\$525	2 Surfaces, amenities – toilets/showers, kitchen facilities & PA system		
Arena Package 4 – cost per day	\$635	2.5 Surfaces, amenities – toilets/showers, kitchen facilities & PA system		
Arena Package 5 – cost per day	\$685	3 Surfaces, amenities – toilets/showers, kitchen facilities & PA system		
<b>Please tick which surfaces you require:</b>		<input type="checkbox"/> <b>SAND ARENA</b> <input type="checkbox"/> <b>POLOCROSSE FIELDS FRONT</b> <input type="checkbox"/> <b>TURF ARENA</b> <input type="checkbox"/> <b>POLOCROSSE FIELDS BACK</b>		
Roberts Rd Package – cost per day	\$320	Arena, Large Amenities Block – toilets/showers		
XC Course Package 1	\$400	XC Course, amenities – toilets/showers		
XC Course Package 2	\$900	XC Course, Sand & Turf arenas, Clubrooms, kitchen, PA & amenities		
<b>Ground Service fee per rider, per event for all competitors</b>	\$15	<b>Facility fee charged to all riders including AWEA members.</b>		
<b>Individual items for hire</b>	<b>daily cost</b>	<b>Details</b>		
Polocrosse Fields/Area = 2 fields – <b>not watered</b>	\$230	Per area = 2 fields – extra cost to have fields watered leading up to event		
Half Polocrosse Field/Area = 1 field <b>not watered</b>	\$135	Per area = 1 field – extra cost to have field watered leading up to event		
<b>Please tick which fields you require</b>		<input type="checkbox"/> <b>POLO FIELDS FRONT (behind Amenities Block in front of Polo Shed)</b> <input type="checkbox"/> <b>POLO FIELDS BACK (in front of Polo Shed)</b>		
<b>XC COURSE TRAINING</b>	<b>daily cost</b>	<b>Details of XC Course Training</b>		
<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	(\$10 xc fee plus day membership)		

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	\$230			Half Sand Arena – use of half of sand arena	\$135		
Full Turf Arena – use of full turf arena only	\$230			Half Turf Arena – use of half of turf arena	\$135		
Robert Rd Arena - Use of arena only	\$135			Roberts Rd Shed and undercover areaonly	\$100		
Polocrosse Shed - Ideal for seated meals/dinners	\$220			Clubhouse – Amenities, Catering & PA	\$150		
PA System – use of PA system in Clubhouse	\$115			Roaming Microphone – use on Sand arena	\$60		
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			Dressage Arenas – New style 3 available	\$100		
Showjumping Equipment – Training Gear	\$120			Showjumping Equip – Competition Gear	\$310		
Bond for Damages/Repairs – Dressage Arenas	\$100			Bond for Damages/Repairs – SJ Equipment	\$100		
				Large Lights on Sand Arena – charge per hr	\$ 20		
Vendors per site – charged per day	\$ 30			Garbage Service / price per skip	\$110		
Clubhouse/Amenities Cleaning – hirer must clean amenities or book AWEC to do it after event	\$120			Clubhouse per day	\$150		

SPECIAL REQUIREMENTS FOR THIS BOOKING – Please list below

TOTAL \$ \_\_\_\_\_

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

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

**(plus ground service fee - \$15.00 per horse/after event)**

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

- **Bonds:** A bond of \$100 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.
- 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.
- **Event Clinic Insurance.** Please supply a copy of your club/association's insurance.
- **Risk Management Form.** A completed risk management form must be submitted prior to the event/clinic.
- **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 \$15.00 Ground Service Fee to participate in an event. After the event the hirer must confirm the number of riders back to our Office Coordinator 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 EA 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 \$30 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 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 \_\_\_\_\_

**Please ensure that you include a copy of your public liability insurance with this booking form. A risk management plan must be completed prior to the event.**