

**Event & Facility Booking Form 2016/2017**

EVENT NAME \_\_\_\_\_ EVENT DATE/S \_\_\_\_\_ APPROX. HORSES \_\_\_\_\_

	MON	TUE	WED	THU	FRI	SAT	SUN
Indoor Arena # 1							
Indoor Arena # 2							
Indoor Arena (both # 1 & # 2)							
PA Room located in Indoor 1							
General Purpose Area: Full							
General Purpose Area: Half							
Dressage Arenas : Sand (5 Avail) (Each) <small>Number of Arena's required. Please circle</small> <b>1 2 3 4 5</b>							
Show Jumping Arenas: (both arenas)							
Show Jumping Arenas: (single arena)							
Cross Country Course: Competition							
Full Conference/Admin Room - All Day**							
Full Conference/Admin - Max 3HRS							
Half Conference/Admin - All Day**							
Half Conference/Admin - Max 3HRS							
Measuring Stand per day							
Vet Room and Swab Box							
Kitchen Area in Admin room (All Day)							
Tractor Hire (Must meet conditions of WPNEC plant hire)							
Table Hire –Trestles (10) or other Qty: _____							
Chair Hire – plastic (50) or other Qty:							
Trade Village							
Additional Cleaning							
Rubbish Removal							
Additional Set-up Requirements							
Stable Manager*							

**Users need to book an allocated warm up area due to WPNEC being a multi hired venue**  
**N.B. Set up Fees Apply per day/Per Facility Fee Used for Non-Competition Days/Clinics as Listed**

**\*A Stable Manager is required for any event where 300 or more stabling nights are expected. May also be requested for smaller events.**  
**\*\*All day hire includes hire of the facility until 5pm to allow for pack up and cleaning, if hire is required longer the facility must be booked for the following day.**

**Confirmation of cost will be provided in the form of a written quote once all details have been received, including required set up.**  
**A 30% deposit is required to secure any booking.**

**Final number of horses in attendance must be provided to WPNEC within 48 hours of the conclusion of use of the grounds for invoicing purposes.**  
**Facility Fee is charged at \$16 per horse per day and is additional to the venue hire fee.**

### Additional Information

Please provide any further information you can to help WPNEC be as prepared as we can for your event

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### Event Set Up

Please provide WPNEC with a rough indication of any Set Up you require us to provide. E.g. Dressage Arena in Indoor 1 or Arenas on GP Area

**Final copy must be received 2 weeks prior to event taking place.** Any additional works not provided in the original documentation will incur a fee (\$50 per hour)

**TERMS & CONDITIONS FOR HIRE OF VENUE**

1. During the period of use the hirer is responsible for ensuring:
  - The good conduct of its users
  - **Ensuring that members and patrons do not use and/or damage any part of the Venue, and are restricted to the areas of the Venue allocated for the activity**
  - Any damage caused to the Venue by Hirers members and patrons will be invoiced to the Hirer
  - Its members and patrons do not leave the Venue and enter private property in the area, unless arrangements have been made with the property owner/manager concerned
  - Its members and patrons do not interfere or cause problems for other hirers when the Venue is being shared
  - The Venue is left clean and tidy after an activity and that all goods/equipment is removed from or stored at the Venue in the manner in which it was provided
  - That its members/patrons do not erect any form of temporary yards for their horses, unless approval has been obtained from the Venue manager
  - That members/patrons do not lay power leads across roads
  - That members/competitors are wearing approved Safety Helmets at all times while riding at the Venue, unless otherwise agreed by the Venue Manager
2. The organisation/individual responsible for the conduct of the activity must produce on demand documents to show that they are covered by Public Liability Insurance. **Minimum cover \$20,000,000.00**
3. The hirer may not sublet or licence any part of the Venue during the period of use, unless approval has been obtained from the Committee of Management
4. The period of use is defined as the actual days of activity. Arrangements can be made with grounds manager as to suitable times for the set up and dismantle of Venue
5. The Manager or Committee of Management shall not be liable for the safety of any goods/equipment or the loss of, or damage to such goods and equipment during the period of use or stored at the Venue throughout the year
6. No goods/equipment can be stored on the Venue, outside the period of use without consent from the Manager or Committee of Management
7. The hirer shall not sell or permit to be sold (including and without limitation) any goods, edible food, drinks or alcohol, on the Venue, except where prior written consent has been given by the Manager or Committee of Management on such Terms and Conditions as may apply from time to time
8. The Committee of Management does not make available Wi-Fi, telephone/facsimile facilities on the Venue. The provision of such facilities is the direct responsibility of the Hirer
9. The Committee of Management is responsible for the provision of rubbish bins and the removal of rubbish contained therein
10. **Payment: Deposit will be required on confirmation of booking: Deposit is to be 30% of total booking. All deposits are non-refundable.** The hirer will be issued with a Tax Invoice 14 Days prior to the event. 50% of total booking is to be paid 7 days prior to event. All final fees will be invoiced and to be paid no later than 7 days after event. Any hirer who has other agreements with Management needs to reconfirm in writing each year.
11. Sale of Alcohol: The sale of alcohol at the Venue will be under the control of and at the discretion of the Committee of Management and/or their appointed agent. Where a Hirer requires Bar facilities, a written request must be provided at least thirty (30) days prior to the requested times.
12. Committee of Management retains the right to decline a request for Bar Facilities at its absolute discretion
13. **Notwithstanding any of the above, the Hirer is responsible for the following:**
  - Repairs to any part of the Venue where unacceptable damage occurs, regardless of the reasons
  - Obtaining permission from the Manager or Committee of Management prior to making any modification(s) to the Venue. Permission will only be given when the Hirer agrees (in writing) to complete restoration to the Venue
14. Every event to book at WPNEC must provide their own first aid officials
15. All electrical works required for an event will be arranged by the Venue with the costs to be paid for by the hirer
- 16.
16. The hirer is responsible for ensuring that
  - Members and patrons are given a copy of the WPNEC centre safety rules and adhere to them
  - Any hazards are reported immediately to the duty manager on the day. A hazard is anything that could injure someone (eg: an unguarded hole, exposed wiring)
  - Any injuries/incidents are reported immediately to the WPNEC duty manager of the day (this includes members/patrons/competitors refusal to comply with the centre safety rules and or bullying/violence incident.
17. Labour Hire: Any additional works not explained on initial plans two weeks prior to event will be charged \$50.00 per hour in additional labour set up

**SIGNED:** \_\_\_\_\_ **POSITION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## Centre Safety Rules

The information set out within this document *must* be included in the Prize Schedule, Competitor Information and/or Official Program for your event/s. This information must be signed by event Organiser prior to an event, and adhered to at all times.

1. Werribee Park National Equestrian Centre Committee of Management considers it a **privilege** that you are allowed to bring your dog to this venue. We insist you **keep your dog under effective control and on a leash** at all times.
2. Approved Safety Helmets must be worn at all times when riding
3. Cross Country obstacles must not be jumped/used unless a non-riding level one NCAS coach is present.
4. Riding of horses bareback is **prohibited**
5. Riding of rugged and/or unbridled horses is **prohibited**
6. Any person may lead a maximum of two horses while mounted
7. Stallions must at all times be in the control of a person aged eighteen years or more, when led or ridden or under constant supervision of an adult if handler is under the age of eighteen
8. Horses are not permitted within/upon the quadrangle (between the barn & Indoor 1)
9. Horses are not permitted near pedestrian door ways
10. Straw bedding is not permitted on the venue, wood shaving type bedding is accepted only
11. Bicycles are not permitted in the Indoor Arenas or any stable block. Approved helmets must be worn at all times.
12. Bicycles are not permitted near doors designated as public entrances or exits
13. Motor Cyclist riders must wear approved safety helmets and hold the appropriate licence
14. Speed limits must be adhered to at all times, the speed limit at WPNEC is 10km p/h
15. Power leads must not be on the ground or over roadways
16. Construction of portable/tape yards is **prohibited**
17. Alcohol must not be consumed in the Indoor Arenas, unless purchased from the licensed bar located in Indoor Arena No 1
18. Please observe all signs at the venue
19. Horses must be tied in a safe manner. Horses must not be tied to unattached floats, wheelie bin
20. No infrastructure to be erected on WPNEC Grounds without written approval by management prior to event.
21. Entry and Exit doors to Indoors Arenas are not be obstructed at any time.
22. Every event to book at WPNEC must provide their own first aid officials.
23. Report any incidents, damages or safety concerns to WPNEC management immediately.
24. Dogs are not permitted on the Cross Country Course when in use.
25. Please call WPNEC Management should you require any assistance with ANY Issue
26. Users who do not comply with these guidelines may be refused future use of WPNEC

These conditions apply unless the Manager or the Committee of Management has given the discipline/event/activity concerned an exemption.

**\*Exemptions must be applied for in writing and will be only valid for the dates granted.\***

Signed: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

**Event Details**

Club/Organisation Name: \_\_\_\_\_

Event Organiser/ Contact Person Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Telephone: Business: (    ) \_\_\_\_\_ A/Hrs: (    ) \_\_\_\_\_

Mobile: \_\_\_\_\_ Fax: (    ) \_\_\_\_\_

Email: \_\_\_\_\_

Alternate Contact Person Name \_\_\_\_\_ Phone: \_\_\_\_\_

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**Event Dates** (including set up and pull down)

Set up Date/s \_\_\_\_\_ EVENT DATE/S \_\_\_\_\_ Pack up Date/s \_\_\_\_\_

Approx. Arrival Time: \_\_\_\_\_ Approx. Departure Time: \_\_\_\_\_

Do you require WPNEC staff to assist with set up?      YES      NO  
(Please Circle)

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**Event contact details for public enquires and our website**

Event Name: \_\_\_\_\_

Contact and Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Website: \_\_\_\_\_

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**Payment Details**

Cheque payable to: WERRIBEE PARK NEC      ABN: 87 942 022 181

*I hereby enclose a cheque for \$\_\_\_\_\_ or I hereby authorize WPNEC to deduct \$\_\_\_\_\_ from my:*

**VISA    MASTERCARD**      Card #: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ /

Expiry Date: \_\_\_\_\_ / \_\_\_\_\_ Name \_\_\_\_\_ Signature \_\_\_\_\_

<b>OFFICE USE ONLY</b>			
INVOICE NUMBER _____	DEPOSIT AMOUNT _____	DATE PAID _____	
FACILITY FEES _____	FINAL INVOICE NUMBER _____	TOTAL PAYMENT MADE _____	