

CENTRE SAFETY RULES 2017

The information set out within this document **must** be included in the Prize Schedule, Competitor Information and/or official program for your event/s. As the organiser of the event signing this information, you agree that all involved in your event will abide by these rules. Failure to comply may result in the organisation being refused future use as well as costs for damage. This document must be signed and sent to WPNEC prior to the event.

1. Horses

- Riding of horses bareback is prohibited
- Riding of rugged and/or unbridled horse is prohibited
- Maximum of two horses may be led while mounted
- Stallions must at all times be in the control of a person aged 18 years and over –whether led or ridden, or under constant supervision of an adult if handler is under 18
- Horses are not permitted within/upon the quadrangle (grass area between the Barn and Indoor 1)
- Horses are not permitted near pedestrian door ways
- Floats can be unloaded in the designated area between E block and the toilet block for those camping at the back of the property.
- No horses in the camping grounds
- No horses tied to vehicles or floats.

2. Riders

- Approved Safety Helmets must be worn at all times when riding, other than within Indoor Arenas.

3. Stables/Yards

- Stables and shavings must be booked through WPNEC website with the closing time of 5 pm 2 days prior to the event.
- Wood shavings type bedding is the only bedding to be used at this venue – stables & yards
- For each event, stables will be labelled with the booking name and other information. Only use the stable you have booked.
- Portable/taped yards are not permitted
- Use of yards is on a first in basis.
- If you have elected to clean your stable, you must remove the shavings etc to the designated area. You should come prepared with rake, broom.
- If you use a yard, you must clean this out with the refuse going to the designated area. **(failure to do this will incur a fine of \$50 per yard to your Club)**

4. Camping

- All camping must be booked and paid for 2 days prior to an event through WPNEC office.
- Only one power lead per campsite; power leads must not be on the ground or over roadways.
- All campsites booked for an event will be labelled with the booking name. Only use the site you have booked.

5. Dogs

- Verribee Park National Equestrian Centre Committee of Management considers it a **privilege** that you are allowed to bring your dog to this venue.
- Dogs must be under effective control and on a leash at all times.
- Dogs are not permitted on the Cross country course when in use.

6. **Bicycles** are not permitted in the Indoor arenas or stable blocks or designated public accesses. Approved helmets must be worn at all times. This includes motor cycle riders.

7. **General**

- No infrastructure to be erected on WPNEC grounds without written approval by management prior to an event.
- Entry & exit doors to Indoor Arenas are not be obstructed at any time.
- Every event to book at WPNEC must provide their own first aid officials (names should be provided to WPNEC prior to event)
- Please observe all signs at the venue
- Speed signs on James Hardie Drive must be observed.

Children

- All children under the age of 16 must be in the company of an adult at all times. (free ranging children can cause problems such as damaging property).

Damage

- Any damage caused to any part of WPNEC for example removal of shower heads, broken doors etc will be the responsibility of the organisation who will be invoiced.

Alcohol

- Alcohol must not be consumed in the Indoor Arena unless purchased from the licensed bar located in Indoor Arena 1 for some events. WPNEC does not hold a BYO licence. One warning will be given and then the offender/s will be asked to leave the premises.

8. **The Venue**

You are responsible for the care of the areas you hire.

- Indoor 1 and 2: ensure the venue is locked and lights are off at the conclusion of your day/night.
- Dressage arenas: Judges huts are padlocked. A key will be provided to event organisers on payment of \$50 bond. Conditions of returning Bond: key returned as arranged with office; huts clean and locked after event. No chairs are to be removed from the judges boxes at any time. All boxes have two seats. If more seats are required, you must provide these.
- Conference rooms: ensure the venue is locked and lights are off at the conclusion of your day/night. All furniture should be left as found – chairs stacked against wall; tables folded and stacked. The floor can also be swept. This room comes with 10 tables, 50 chairs which are not to be removed.

These guidelines are for the enjoyment and safety of all involved in events at WPNEC.

These conditions apply unless the Management of WPNEC has given the discipline/event/activity concerned a written exemption.

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

Signed by organiser of event _____

Position _____

Date _____

Received by WPNEC: date _____