

EVENT DETAILS

*Event name: _____

Club/Organisation/EV discipline name: _____

*Event organiser/Contact person name: _____

Billing address: _____

Telephone: * Mobile _____ Other _____

Email: _____

Alternate contact person: _____ Mobile _____

Website of Club/organisation: _____

*This information will be added to the WPNEC website calendar unless you indicate otherwise

DATES (including set up and pull down)

Set up date & time _____

EVENT DAYS, DATE/S, TIMES _____

Pack up date & time _____

Note:

A stable manager is required for any event where 300 or more stabling nights are expected. May also be requested for small events.

All day hire includes hire of the facility until 5 pm to allow for pack up and cleaning. If hire is required longer the facility must be booked for the following day.

SET UP

Do you require WPNEC staff to assist with set up/pack up? YES NO

Do you have a contractor bringing in equipment YES NO Date & times _____

If yes, please provide details (use extra paper if required)

A final copy of your required set up must be received 2 weeks prior to the event taking place.

PAYMENT DETAILS

You may enquire by phone or email regarding the possible availability of a date/s but these cannot be held until the booking forms are received.

Once all the completed forms are received you will be provided with a written quote. When the quote is accepted payment of 30% deposit must be made **within 7 days** to secure the booking.

All deposits are non-refundable.

The hirer will be issued by email with a tax invoice 14 days prior to the event.

50% of total booking is to be paid **7 days prior** to the event.

All final fees will be invoiced and are to be paid no later than **7 days after** the event. Therefore final numbers of horses in attendance on each day of the event, must be provided to WPNEC within 48 hours of the conclusion of the event. Facility fee is charged at \$16 per horse per day and is additional to the venue hire fee.

Please email the information below with/following your payment:

In response to quote # _____

I hereby enclose a cheque for \$ _____ or I hereby authorise WPNEC to deduct \$ _____ from my:

VISA MASTERCARD Card # _____/_____/_____/_____

Expiry date: ____/____ Name _____

Signature _____

(cheques payable to Werribee Park NEC)

You may also transfer to the WPNEC bank account BSB 083961 Account 519160270

Reference: quote/invoice number

OFFICE USE ONLY		
Invoice number	Deposit amount	Date paid
Facility fees	Final invoice number	Total payment made