

FACILITY BOOKING FORM 2017-2018

ORGANISER _____ EVENT NAME _____

EVENT DATE/S _____ APPROX NO HORSES _____

	COST/day	MON	TUE	WED	THU	FRI	SAT	SUN
Horse facility fee per horse per day	\$16							
Indoor arena #1	\$600							
Indoor arena #2	\$400							
Indoor arena #1 and #2	\$850							
PA room/office with Indoor 1	included							
General purpose grass area: full	\$1500							
General purpose grass area: half	\$750							
Dressage arenas: Sand (5 avail) each	\$120							
1 2 3 4 5 circle those required								
Keys bond for judges huts**	\$50							
Show jumping arenas (sand) x 2	\$770							
Show jumping arena (sand) x 1	\$430							
Cross country course: competition	tba							
Full conference (rooms 1 & 2) – all day	\$175							
Full conference – half day (<3 hrs)	\$100							
Half conference (room 1 or 2) – all day	\$100							
Half conference (room 1 or 2) – half day (<3 hrs)	\$50							
10 tables, 50 chairs in Conference 1& 2	included							
Conference kitchen	\$65							
Cleaning bond for conference centre	\$100							
Measuring stand per day	\$220							
Vet room and swab box	\$120							
Tractor hire	\$85							
Stable manager	tba							
Keys bond**	\$50							

** credit card details to be provided separately

During event services	Clean	Rake	Water	
Indoor arenas				
Conference rooms				
Rubbish removal				

Equipment hire	Number			
Chairs				
Tables				
Urns				
Machinery				

Additional information

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

Catering

We have a number of catering vendors/trucks who will come to WPNEC for events, depending on number of competitors.

Please advise if you require catering to be organised Yes No

We will contact you to discuss.

Event set up

Please provide WPNEC with a rough indicator of any set up you require us to provide eg dressage arena in Indoor 1 or arenas on GP lawn.

Final copy must be received 2 weeks prior to your event. Any additional works not provided in the final documentation will incur a fee of \$50 per hour.