

TERMS & CONDITIONS FOR HIRE OF VENUE

1. During the period of use the hirer is responsible for ensuring:
 - a. The good conduct of its users
 - b. 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.
 - c. Any damage caused to other Venue by Hirers, members and patrons will be invoiced to the Hirer.
 - d. Its members and patrons do not leave the Venue and enter private property in the area, unless arrangements have been made with the property owners/manager concerned.
 - e. Its members and patrons do not interfere or cause problems for other hirers when the Venue is being shared
 - f. 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
 - g. That its members/patrons do not erect any form of temporary yards for their horses, unless approval has been obtained from the **Venue manager** (in writing)
 - h. That members/patrons do not lay power leads across roads
 - i. 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 supply a copy of their organisations Certificate of Currency documents to show that they are covered by Public Liability Insurance. Minimum cover \$20,000,000.
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 **Venue Manager**.
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 the 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. WPNEC is the holder of the Bar licence. No BYO allowed.
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:
 - a. Repairs to any part of the venue where unacceptable damage occurs, regardless of the reasons
 - b. 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. The hirer is responsible for ensuring that:
 - a. Members and patrons are given a copy of the WPNEC centre safety rules and adhere to them
 - b. 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)
 - c. 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 per hour in additional labour set up.
18. WPNEC reserve the right to cancel/discontinue use of their outdoor facilities in the event of extreme weather conditions.

Signed by organiser of event _____

Position _____

Date _____

Received WPNEC: [date] _____