

2023 EVENT BOOKING FORM

Thank you for choosing AWEC for your event

Your Details

Club/Organisation -

Contact Person -

Phone - Email

Please note - all hiring Clubs/Organisations are required to provide a Certificate of Currency for Public Liability Insurance upon return of this form.

Event Details

Event Name -

Date/s - Number of Days -

In time Out time - Est. no. of Horses -

Entry closing date..... Est. no. of riders (or participants if non-horse event) -

Please note - a \$100 refundable Facilities Bond for cleaning/damages is required for all events.

Booking Details - Surfaces

Please tick

MAIN SAND ARENA (80m x 110m) 1/2 MAIN SAND ARENA (80m x 55m)

TURF ARENA (80m x 160m) 1/2 TURF ARENA (80m x 80m)

ROBERTS ROAD SAND ARENA (aka Cow Horse Arena 70m x 90m)

POLOCROSSE FIELDS

CROSS COUNTRY COURSE - (from Pony Club to 2* levels)

Pre-event preparation of sand surfaces: Light watering Heavy watering (additional costs apply)

Sand surfaces will be provided groomed and watered prior to your event.

During your event:

The AWEC arena groomer is available for hirer use at no cost and may be towed with a 4WD vehicle (provided by hirer) and driven by a person holding a full drivers licence.

Hire Rates – Surfaces Only

FULL ARENA/SURFACE	Daily Rate	Hire Date/s	Total \$
Main Sand Arena	\$250		
½ Main Sand Arena	\$180		
Turf Arena	\$300		
½ Turf Arena	\$180		
Roberts Road Sand Arena	\$180		
Polocrosse Fields (available as a riding space only)	\$180		

Please note: Turf Arena and Polocrosse Field Hire are subject to ground conditions.

Hire Rates – Buildings Only

BUILDING	Daily Rate	Hire Date/s	Total \$
Clubhouse Overlooking Main Sand Arena – includes Amenities, catering/serving space (no cooking appliances) and PA System.	\$150		
Polocrosse Shed Ideal for seated meals/dinner events – includes full kitchen and bar	\$250		
Portable Dressage Judge Boxes Ideal for gatehouse/ticket box, portable office/scoring room or first aid room. Can be placed on or around the Main Sand Arena/ driveway areas.	Subject to availability		

Please note: Building Hire does **NOT** include mid- or post-event cleaning.

Hire Rates – Individual Items & Equipment

ITEM	Daily Rate	Hire Date/s	Total \$
PA System (located in Clubhouse)	\$150		
Roaming Microphone (for use on Main Sand arena)	\$70 per event		
Measuring Stand	\$250 per event		
Lights on Main Sand Arena	\$25/hr		
Powered Site for Vendor	\$30		
EQUIPMENT			
Show Jumps – Training Gear	\$150		
Show Jumps – Competition Gear	\$310		
Dressage Arenas – Square Poles (4 sets available)	\$100 per event		
Dressage Arenas – Round Poles (2 sets available)	\$60 per event		

Please note: Hire of Dressage Arenas and Show Jumping Equipment requires a refundable \$100 bond for damage/repairs.

Hire Rates – Facility Packages

Please note: All Package prices are charged per day and do **NOT** include the Ground Service Fee.

PACKAGE	Daily Rate	Hire Date/s	Total \$
Arena Package 1			
1 Surface, Clubhouse (including PA System) and Amenities Block – toilets/showers	\$400		
Arena Package 2			
1.5 Surfaces, Clubhouse (including PA System) and Amenities Block– toilets/showers	\$525		
Arena Package 3			
2 Surfaces, Clubhouse (including PA System) and Amenities Block– toilets/showers	\$625		
Arena Package 4			
2.5 Surfaces, Clubhouse (including PA System) and Amenities Block– toilets/showers	\$700		
Arena Package 5			
3 Surfaces, Clubhouse (including PA System) and Amenities Block– toilets/showers	\$775		
Roberts Road Package			
Roberts Road Sand Arena, PA System, Amenities Block - toilets/showers (excludes cattle yards)	\$330		
XC Course Package 1			
XC Course, Amenities Block – toilets/showers	\$450		
XC Course Package 2			
XC Course, Sand & Turf arenas, Clubrooms (including PA System) and Amenities Block	\$990		

Please note: Availability of the XC Course is subject to ground conditions and required course closures prior to official events. XC Course hire does not include flags, jump numbers or additional equipment.

Ground Services & Cleaning

Please tick

- Mid-event Cleaning
- Post-event Cleaning

What does the Ground Service Fee cover? It covers grounds preparations prior to the event, water, power, gas etc used by competitors during the event and post-event clean up.

SERVICE	Service Rate	Details	Total \$
Ground Service Fee – per rider – AWEA members	\$15		
Ground Service Fee – per rider – non-AWEA members	\$20		
Rubbish Collection – price per Skip/Dumpster	\$110/each		
Additional cleaning services (mid or post event)	\$175 each		
Portable Dressage Arena set up/pack up	\$160/arena		

Please note: Portable Dressage Arena set up is available for Official/Competition Events only, Club Rallies and Clinics are excluded from this service.

Are you looking to keep costs down?

Event organisers can save money by doing their own cleaning, rubbish removal, portable dressage arena set up/pack up and by providing their own 4WD vehicle and driver to groom the sand arenas mid-event. (Arena groomer provided free of charge.)

Risk Management & Hand-over

A Risk Management and Facility Handover Meeting between an AWEC representative and the Hirer’s nominated Risk Management Officer/Event Organiser will take place in the week prior to the Event. Please ensure your Risk Management Assessment has been completed ahead of time and provided to AWEC via office@awec.net.au

A post-event inspection of facilities and equipment will be conducted within 7 days post the event to ensure the grounds have been left in the same state as when handed over.

SPECIAL REQUIREMENTS FOR THIS BOOKING – Please list below

.....
.....
.....
.....

TOTAL \$ _____
LESS DEPOSIT PAID ON ____/____/____ \$ _____
TOTAL LEFT TO PAY \$ _____

(Plus Grounds Service Fee per rider – a final number of riders for the event can be provided after entries close)

Terms & Conditions

Your booking will not be finalised until the following has been received

- Completed and signed Booking Form
- Certificate of Currency for Public Liability Insurance
- Payment of Bonds
 - \$100 cleaning/damages bond (all hires)

- \$100 equipment damages bond (hire of portable dressage arenas and show jumps only)
- **Alcohol Sales** required by hirer must be run in accordance with NSW government liquor licensing regulations in conjunction with AWEC rules. The hirer must apply with NSW Office of Liquor Gaming & Racing for a Limited License – Single Function. Details can be found at – www.olgr.nsw.gov.au – for more information phone the Office Administrator.
- **Noise Levels/PA Systems** – No public address systems are to be operated before 8am on any morning. PA Systems are to be turned off by midnight on Fridays, Saturdays and any day preceding a public holiday, all other nights PA's must be turned off by 10pm. Music at night must be played at a reasonable level and must be inaudible in the residential area as soon as practical and at the latest by midnight. No dial is to be turned above the number 6 at any time.

AWEC Policies

- **Event Cancellation Policy** – AWEC must be notified of the cancellation of an event in writing. If an event is cancelled within 48 hours of scheduled event time, 50% of the total fees will be charged. If an event is cancelled outside of the 48 hour period from scheduled event, 25% (the deposit) will be charged.
- The **Debt Collection Policy** - applies to all hirers and can be found on our website www.awec.net.au
- **Risk Management Policy** - a completed risk management form must be submitted prior to the Hand-over meeting.

Event Organiser Information

- **Bump In** (start time for bringing in equipment/setting up) is 12noon on day before. All persons, activities and undertakings on behalf of the Event Organiser are the responsibility and liability of the Hirer from that time onward. It is the Hirer's responsibility to ensure they hold sufficient and appropriate insurance cover.
- **Early Bump In** may be available by negotiation, additional costs apply.
- **Bump Out** – it is expected that all equipment/belongings be removed from surfaces by the end of the day on the final event day and the facilities be returned to the state they were provided in.
- **Late Bump Out** – may be available by negotiation, additional costs apply.

Competitor Information

- **Horses** – can be tied to floats if they are under supervision during the day. Horses must not be left tied up overnight. Under no circumstances are horses to be tied to any AWEC fences.
- **Portable Yards** – Due to EA regulations, there are to be no electric taped yards erected, only steel panelled yards.
- **Stables, Covered Yards and Open Yards** can be booked directly by competitors (unless prior arrangement is made with hirer) all bookings are done via the Online Service "Nominate" at www.nominate.com.au/stables
- **Bedding** for Stables and Covered Yards is to be supplied by the hirer/user. After the event all waste & bedding is to be removed and placed in the manure bays provided. If yards/stables are left dirty a \$50 per yard/stable cleaning fee will apply. AWEC management prefers that you use shavings, sawdust, rice hulls or similar (no straw) in stables/yards.
- **Competitor Camping** Powered and Non-powered camping is available for booking and must be booked via www.nominate.com.au/stables

- **One vehicle per campsite** - booking slips must be displayed on vehicle dash during the event.

Important Rules

Please pass on to your competitors

- The **Speed Limit** on AWEC Ground is 10km
- **Dogs** must be on a lead or tied up at all times.
- **Approved helmets** must be worn at all times while mounted
- **Horses** in areas shared with vehicles, campsites, spectators or pedestrians must be ridden at the walk or led.
- The **Polocrosse Fields are off limits** at all times, no riding/driving/parking/camping is permitted.
- An **AWEC Membership** is required for anyone working or riding a horse on the Grounds before/after the official event. Both Annual Memberships and Day Passes (previously called Day Memberships) are available via www.nominate.com.au/Clubs

Declaration

I _____ have read, understood and accepted the above policy conditions and agree to abide by them and pass on relevant information to competitors/participants of my event. Date: ____/____/____

Signed _____

Thank you for choosing AWEC for your Event