

## INVERELL EQUESTRIAN CENTRE HIRE APPLICATION

This form is to be completed and returned to Council a minimum of ten (10) working days prior to your requested booking date. Not adhering to the above time frame may result in your booking being declined.

### SECTION 1 – DETAILS OF HIRER

Organisation Name: \_\_\_\_\_ ABN: \_\_\_\_\_

Applicants Full Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Email: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

I hereby certify that the information supplied in this application is correct to the best of my knowledge. I agree to abide by the Conditions of Hire. I also agree to advise Inverell Shire Council should there be any alterations or additions to the information supplied.

I also acknowledge that any keys that I am supplied throughout the event/season to access the grounds, need to be returned to Council within 48 hours of the event/season completion, otherwise my organisation may incur fees from the locksmith.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### SECTION 2 – INSURANCE & DOCUMENTATION

#### Public Liability Insurance Provision

The Club/Organisation shall take out and keep current during the period of the booking, a public liability insurance policy in a form approved by the Council, for a minimum of \$20M, for Council and the Club/Organisation against all actions, costs, claim charges, expenses and damages whatsoever which may be brought or made or claimed against the Council or the Club/Organisation or both arising out of or in relation to the granting of such occupancy/usage.

Copy of Certificate of Currency is attached: YES  NO

Certificate of Currency already on file: YES  NO

Please Note: If a current copy of your organisation's Certificate of Currency is not received / already on file, your application will automatically be declined.

#### Indemnify/Hold Harmless Clause

The Club/Organisation agrees to indemnify and to keep indemnified and to hold harmless the Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against them arising out of or in relation to the granting of such occupancy/usage.

### SECTION 3 - CONDITIONS OF HIRE

1. This form and the accompanied documentation must be completed and submitted to Council a minimum of ten (10) working days prior to the requested usage date.
2. No glass is permitted on the grounds.
3. Council is to be notified within two (2) business days if the field was not used.
4. Council reserves the right to close any facility to undertake works/maintenance or if the grounds are deemed unsuitable for use e.g. wet weather. The decision to close facilities will be made jointly between a representative of Inverell Shire Council's Parks & Gardens Division and a representative of Inverell Sports Council.
5. Approval of this application does not provide exclusive use of Inverell Equestrian facilities.
6. Council reserves the right to suspend a booking to facilitate the conduct of a major event at the centre.
7. Ensure the following requirements are completed before vacating the grounds:
  - a) **Incidents and Accident**  
All paperwork regarding any incident or accident is completed and sent to ECMC (via email).
  - b) **Use of Equipment**  
The use of any ECMC equipment must be approved via email and if any equipment is damaged must be replaced by the hirer within one week at your own cost.
  - c) **Kitchen**  
Kitchen must be left clean and tidy (swept & mopped)  
Electrical appliances put away or switched off  
Empty all waste bins.  
(Non-compliance Fee \$100)
  - d) **Toilets**  
Ladies, Gents and Disabled Toilets must be left clean and tidy (swept & mopped)  
Toilets and change rooms are to be kept clean, tidy and free of litter  
Waste bins to be emptied.  
(Non-compliance Fee \$150)
  - e) **Arena**  
Raked at completion of ground booking and manure removed.  
(Non-compliance Fee \$250)
  - f) **Stalls and Stables**  
Manure removed and put in the Manure Pit and Stables cleaned out  
Grounds left clean, tidy and rubbish picked up.  
(Non-compliance Fee \$150)
  - g) **Waste Management**  
All rubbish/litter is to be cleared from grounds and surrounding areas.  
(Non-compliance Fee \$150)

**Note:** Failure to comply with any of these conditions may lead to eviction from the grounds and may jeopardise approval of future applications from your organisation.

Failure to comply with requirements under point 7 above will result in non-compliance fees being charged to your organisation.

**SECTION 4 – DETAILS OF EVENT**

*Refer to attached maps for assistance in selecting facilities required*

Event Name: \_\_\_\_\_

Event Description: \_\_\_\_\_

Event Type:  One-off event  Quarterly Seasonal (Regular) Events  
*Note: Seasonal (regular) event bookings will be called once per quarter.*

**DETAILS OF EVENT**

Dates	Alternative Dates	Start Time	Finish Time	Facilities Required – Please refer to the attached maps for assistance with selecting facilities required for your event.

*Add additional pages if more than seven dates are required.*

**For Seasonal Bookings, are there any dates where facilities required will not be used (e.g. School Holidays)?**

Please state: \_\_\_\_\_

**Facilities/Services required for your booking:**

*Please select the relevant 'yes' or 'no' box for each option. Not selecting an option may delay your booking.*

- Canteen use                      YES     NO
- Toilets                            YES     NO
- Full Arena                        YES     NO
- Half Arena (Eastern Side)    YES     NO
- Stables                            YES     NO     Number of Stables: \_\_\_\_\_
- Camping Ground:              YES     NO
- PA System:                        YES     NO
- Access to Power Box            YES     NO
- Extra Bins                        YES     NO

**SECTION 5 – SCHEDULE OF FEES AND CHARGES**

<b>Fees and Charges</b>	<b>Amount Including GST</b>
Bond (refundable) if applicable	\$400
Ground Fees - Full Arena (includes Canteen & Toilets if required)	\$10 per rider / per day, minimum charge of \$100 per day
Ground Fees - Half Arena - Eastern Side (includes Canteen & Toilets if required)	\$10 per rider / per day
Camping Fees	\$15 per night / truck / float
Stabling	\$10 per night per stable
Cancellation Fee If booking is cancelled within 72 hours of the scheduled commencement time. (Excludes cancellation due to wet weather)	\$100
<p>All Bonds are payable prior to first event date. All ad-hoc and special event fees and charges are payable prior to the event date. Seasonal events fees and charges will be invoiced after each event.</p>	
<b>Non-Compliance Fees</b> <small>(refer to conditions of hire above)</small>	<b>Amount Including GST</b>
Kitchen	\$100
Toilets	\$150
Arena	\$250
Stalls & Stables	\$150
Waste Management	\$150

## EQUESTRIAN CENTRE MAP

