



Ayr Hill Equestrian Centre - HIRE AGREEMENT

Booking process: Complete this form and submit to the Equestrian Centre (soft and/or hard copy). External Bookings will become firm upon

1. HIRE APPROVAL NOTIFICATION and payment of **non-refundable** booking fee of \$150.00. Cheques only, made payable to **HILLCREST CHRISTIAN COLLEGE, Ayr Hill Equestrian Centre, 500 Soldiers Road, CLYDE NORTH, VIC., 3807 - Att: Lauren Ward**
2. **Hirer to email a copy of Public Liability or Certificate of Currency on booking the venue.**
3. **Complete the following form as accurately as possible and notify venue organiser of changes and updates.**
4. Read the Schedule of Costs and Terms of Hire – these must be agreed to prior to a booking being accepted.

DATE OF EVENT: _____

OFFICE USE:	REQUEST SUBMITTED:	HIRE APPROVED:	DATE NOTIFIED:	BOOKING #:
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Name of Person/Group/Organisation : _____

Primary Contact Name: _____

Mailing Address: _____

Phone: _____

Mobile: _____

Landline: _____

Email: _____

Type of Event: (Please circle) Competition Clinic Rally Training Day Other

Date and time of hire: _____

Date and time of set up: Including collection of keys

Date and time of pack up: _____

Estimated number of Competitors attending:

>50	50>100	100>150	150>200	200+
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Expected number of vehicles: _____

Expected number of horses: _____

Tick areas to be hired	OFFICE USE
<input type="checkbox"/> Main polo Area (10 acres)	
<input type="checkbox"/> Indoor Arena Central (72x36m) SAND 1	
<input type="checkbox"/> West Arena (behind Café) WARMUP 1	
<input type="checkbox"/> East Arena (83x72m approx) SAND 2	
<input type="checkbox"/> North Arena (100x30m) SAND 3	
<input type="checkbox"/> Administration classroom/Secretary's office	
<input type="checkbox"/> Catering at Equestrian Café subject to numbers of competitors. Please Specify:	CAFÉ NOT AVAILABLE IF BOOKINGS THAT HAVE LESS THAN 80 COMPETITORS.
Gate opening time:	KITCHEN AND OR BBQ FACILITIES MAYBE AVAILABLE FOR LESS THAN 80 COMPETITORS BY NEGOTIATION Continued over →
Time of First Event	
Time of Last Event	

<p>Other requirements : - additional fees may apply</p> <p>Please specify:</p> <p>Use of classrooms: Contact us for fees</p> <p>First Aid Personnel</p> <p>Sound system</p> <p>Other</p>	
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Schedule of Costs:

Indoor Arena + Warm Up - \$300.00 per day

Outdoor Arena - \$200.00 per day

Kitchen + Classroom - \$150.00 per day

Polo Field - \$200.00 per day

Facility Fee - \$15.00 per horse per day

Overnight Camping - \$10.00 per horse per night

Show Jump Hire – No competition show jumping equipment at venue, however we can advise contacts for hiring this equipment.

Dressage Arena Hire – No dressage arena surrounds at venue, however we can advise contacts for hiring this equipment.

First Aid Officer - \$250.00 per day (if required)

Sound System - \$50.00 BOND – refundable

Booking Deposit Fee - \$150 (non refundable on cancellation) This fee includes \$100 ground maintenance deposit refundable once all manure is removed from arenas and roadway.

Equipment Hire - \$50.00 BOND – refundable once all equipment is returned and accounted for.

Schedule of Terms and Conditions of Hire

1. **The Hirer will be invoiced for deposit on receipt of booking form.**
2. **The hirer must discuss at least 2 weeks prior to the event, with Hillcrest Christian College Equestrian Administration: The First Aid, parking arrangements, a set up plan, or allocation of areas for the event including separate spectator areas and warm-up areas.**
3. **Hirer must supply a risk assessment in the week prior to the competition.**
4. **The Hirer to pay the fees owing on day of the competition, with a list of competitors. Invoice for balance owing will be issued once horse numbers advised.**
5. **Riders 18 years and under are not permitted to ride stallions at the Venue. Stallions are not permitted at Interscholar events. At all other events, the stallion must be under adult supervision at all times.**
6. The Hirer agrees to reimburse Hillcrest Christian College for any damages caused to the premise or its fixtures, or equipment.
7. The Hirer must ensure that under no circumstance are HORSES allowed on the college sporting fields or on the spectator viewing banks surrounding each arena. The applicant will be liable for any damage.
8. The Hirer agrees that participants remain in the equestrian area and not enter the college grounds.
9. The Hirer agrees that Hillcrest Christian College have sole rights for catering, operation of the café unless agreed to otherwise. This includes judge's lunches and refreshments, which are to be organised through the café by prior discussion.
10. Outside vendors can attend subject to Insurance and prior approval eg. food vendors, traders, photographers, sponsors etc.
11. Advertising handbills or posters must not be posted within or without the premises.
12. Hillcrest Christian College reserves the right of entry to any function to ensure that the conditions of hire are observed.
13. Requests of the Hillcrest Christian College staff be carried out politely and courteously.
14. No booking is considered accepted until the booking fee, and signed agreement have been received by Hillcrest Christian College Equestrian Centre.
15. The Hirer/Primary Contact must complete a Risk Analysis prior to the event and provide an Incident Report on the day that an incident occurs.

16. Hillcrest Christian College accepts no liability for any accident, damage or loss of property or injury arising from the hirer's activity or use of the premises.
17. Hirer must ensure that spectator areas, canteen access, gateways and exit points are kept clear at all times.
18. Hillcrest Christian College and Ayr Hill Equestrian Park are Smoking and Alcohol free venues.
19. Hillcrest Christian College reserves the right to deny access to the grounds of the College by any person who does not comply with the safety requirements as dictated by the Australian Horse Industry Council HorseSafe Code of Practice, or behaves in a manner unbecoming.
20. The hired premise left clean, tidy and as hired at the conclusion of the hire period.
 - 20.1. **All Manure removed from roadways, driveways and arenas.**
 - 20.2. Manure from day yards raked out and placed at the manure pit.
 - 20.3. All rubbish placed in the bins provided.
 - 20.4. Any rubbish that will not fit in provided bins is removed from the premise by the hirer.
 - 20.5. Decorations and signage removed.
21. The Hirer is responsible for securing the premises and ensuring that:
 - 21.1. Keys are returned
 - 21.2. All windows are closed and heaters turned off
 - 21.3. External doors are locked
 - 21.4. Lights and appliances turned off (i.e. urns, oven, etc.) Excluding fridge/freezers
22. The Hirer to keep the use of electrical appliances to a minimum to avoid power shortages.
23. In the event of cancellation, by either Hillcrest Christian College or the Hirer, due to weather conditions that would render the property unsuitable for the proposed use, the booking will be transferred to another date.
24. The Hirer to pay any additional fees for the hire of equipment on the day including breakages.

The undersigned has read, understood these conditions and terms of hire and agrees to use the hired premise in accordance with them

HIRER'S NAME:

HIRER'S SIGNATURE:

GROUP/ORGANISATION:

DATE:

BOOKING #:

• Booking Confirmed By:	Name	Date
• Booking Transferred to Bookings Diary:	Name	Date
• Booking Transferred to Computer file:	Name:	Date:

RETURN TO:

Hillcrest Christian College, Equestrian Co-ordinator, 500 Soldiers Road, CLYDE NORTH, VIC. 3978.

Queries: Contact Mrs Lauren Ward on Phone 03 9702 2144

Email: equestrian@hillcrest.vic.edu.au

