



## Ayr Hill Equestrian Centre - HIRE AGREEMENT

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

1. Once hire approval has been given an invoice will be sent for the NON REFUNDABLE booking fee of \$150.00. This invoice is to be paid by the due date stated on the invoice.  
 Cheques only, made payable to CREST EDUCATION, **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:** \_\_\_\_\_

<b>OFFICE USE:</b>	REQUEST SUBMITTED:	HIRE APPROVED:	DATE NOTIFIED:	<b>BOOKING #:</b>
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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: \_\_\_\_\_

<b>Tick areas to be hired</b>	<b>OFFICE USE</b>
<input type="checkbox"/> Main polo Area (10 acres)	
<input type="checkbox"/> Indoor Arena Central (72x36m) <b>SAND 1</b>	
<input type="checkbox"/> West Arena (behind Café) <b>WARMUP 1</b>	
<input type="checkbox"/> East Arena (83x72m approx) <b>SAND 2</b>	
<input type="checkbox"/> North Arena (100x30m) <b>SAND 3</b>	
<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.  KITCHEN AND OR BBQ FACILITIES MAYBE AVAILABLE FOR LESS THAN 80 COMPETITORS BY NEGOTIATION
<input type="checkbox"/> Gate opening time:	
<input type="checkbox"/> Time of First Event	

Time of Last Event	<b>Continued over</b> →
Other requirements : - additional fees may apply	
Please specify: Use of classrooms: Contact us for fees First Aid Personnel Sound system Other	

### 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** – \$200.00 per day

**Dressage Arena Hire** – There are 4 arenas available e at \$50 per arena to hire with an additional \$50 per arena set up fee, if requested.

**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. No booking is considered accepted until the booking fee, signed agreement and current certificate of currency have been received.
2. The Hirer will be invoiced for deposit on receipt of booking form.
3. The hirer must discuss at least 2 weeks prior to the event, with Crest Education Equestrian Administration: First Aid, parking arrangements, a set up plan, or allocation of areas for the event including separate spectator areas and warm-up areas.
4. Hirer must supply a risk assessment in the week prior to the competition.
5. 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.
6. At no time are DOGS permitted on the premises.
7. 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.
8. The Hirer agrees to reimburse Crest Education for any damages caused to the premise or its fixtures, or equipment.
9. 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.
10. The Hirer agrees that participants remain in the equestrian area and not enter the college grounds.
11. The Hirer agrees that Crest Education 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.
12. Outside vendors can attend subject to Insurance and prior approval eg. food vendors, traders, photographers, sponsors etc.
13. Advertising handbills or posters must not be posted within or without the premises.
14. Crest Education reserves the right of entry to any function to ensure that the conditions of hire are observed.
15. Requests of the Crest Education staff be carried out politely and courteously.
16. 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.

17. Crest Education accepts no liability for any accident, damage or loss of property or injury arising from the hirer's activity or use of the premises.
18. Hirer must ensure that spectator areas, canteen access, gateways and exit points are kept clear at all times.
19. Smoking and/or Alcohol are not permitted on the premises at any time.
20. Crest Education 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.
21. The hired premise left clean, tidy and as hired at the conclusion of the hire period.
  - 21.1. Manure from day yards raked out and placed at the manure pit.
  - 21.2. All rubbish placed in the bins provided.
  - 21.3. Decorations and signage removed.
22. The Hirer is responsible for securing the premises and ensuring that:
  - 22.1. Keys are returned
  - 22.2. All windows are closed and heaters turned off
  - 22.3. External doors are locked
  - 22.4. Lights and appliances turned off (i.e. urns, oven, etc.) Excluding fridge/freezers
23. The Hirer to keep the use of electrical appliances to a minimum to avoid power shortages.
24. In the event of cancellation, by either Crest Education 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.
25. 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:**

\_\_\_\_\_

<b>BOOKING #:</b>
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• Booking Confirmed By:	Name	Date
• Booking Transferred to Bookings Diary:	Name	Date
• Booking Transferred to Computer file:	Name:	Date:

**RETURN TO:**

Crest Education, 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](mailto:equestrian@hillcrest.vic.edu.au)

