

# Equestrian Park Booking Form

See attached details on areas available for hire and schedule of fees

Hiring organisation	
Contact name	
Contact phone	
Postal address	

Facilities required	Date(s)	Cost
Overnight?		
Hire Deposit (refunded on completion of event)*		110
Cleaning deposit		100
Total enclosed		

Type of event	
Approximate number of horses	
Public Liability Insurance certificate attached?	
Event Risk Management documentation attached?	

\* Bookings will not be accepted if the deposit of \$110 is not received by EPMG Hire Officer with the booking form.

**Hiring Club has read, understood and agreed to the conditions of hire, and rules for use of Equestrian Park. Hiring club officer to sign.**

Position Held by Signatory	Please Print Name

**Signature:**.....

Please send this form with payment to:

**Equestrian Park Manager  
PO Box 4  
Curtin ACT 2605**

# Checklist to be Retained by Hirer

Please retain this check list and complete on conclusion of your event. The Hirer will be charged the corresponding fee if cleaning or tidying is not completed.

		Tick box when done	Charge if not done
1	Have you cleaned the kiosk and toilets, swept and mopped floors, emptied all bins into the hopper including those in the toilets? Has each toilet got 2 rolls of paper? Have you turned off lights and the hot water service?		\$40 per hour deducted from cleaning deposit for any work required to complete these tasks
2	Are the steel yards and surrounding area returned in good order (twine, tape, and rubbish removed)? (Manure must be placed at designated manure heaps)		
3	Is the competition area and associated parking area you have hired in good order (eg rubbish removed)?		
4	Have all float/truck chocks been removed?		
5	Have you locked all the gates that you opened and arranged for key return?		\$5.50 for each unlocked padlock
7	Have you collected all the money for yards?		
8	Have you calculated and collected the horse levy payable?		
9	Have you reported any need for repair or maintenance (contact Jennie on 02 6254 7426)?		