

Application to hire Waitara Pony Club Grounds and/or Clubrooms

On behalf of (name of club or organisation)

.....

I would like to apply to hire:

- WPC grounds: Yes/No
- Clubrooms: Yes/No
- Toilet Block: Yes/No
- Show jumps and stands: Yes/No
- Dressage equipment: Yes/No (not including pipe arena)
- Games Equipment Yes/No

On (date):.....

Time:

From.....To.....

Reason for use:

.....

.....

Thank you for your application for the hire of WPC grounds and/or clubrooms. As a safeguard, please read below and sign as indicated.

I have read the conditions of use of grounds and/or clubrooms attached and understand that I am responsible for:

- The collection of the key/s from the bookings officer, Annette Furrage (ph 7544194)
- The delivery of the key/s back to Annette.
- Ensuring ALL GATES, THE CLUBROOMS AND SURROUNDING STORAGE AREAS ARE LOCKED at the end of our use of grounds and/or clubrooms.
- Returning any equipment into storage that may have been used
- Ensuring that the electric fences are turned on prior to leaving the grounds.
- The bond of \$100 is payable with this application, as stated in the conditions

Failure to comply with these conditions will incur a fine/fee which will be notified of and removed from the bond.

Name:

Signed:

Date:.....

Phone:.....

Conditions of use of the Waitara Pony Club grounds/clubrooms, Ranfurly Park, Waitara

Bookings

Booking officer – Annette Furrage (Ph 754 4194). It is recommended that bookings be arranged prior to events being advertised in order to avoid potential unavailability of the grounds.

Keys

Arrangements for collection and return of keys must be made with Annette. The key holder will be deemed responsible for ensuring the following conditions are met.

Grounds

Waitara Pony Club reserves the right to postpone/cancel your event if ground conditions are too wet.

The electric fence unit is situated just inside the small door leading to the first bay of the equipment shed, beside the showjumping poles. If you feel it is necessary to turn it off (fence around the water jump is connected), it is **essential** that it be turned on again at the end of your event.

Clubrooms

You are expected to bring your own tea, coffee, milk and sugar.

The instant water heater takes approx 30 mins to come to the boil after being switched on. The *water heater* switch turns on the water heater cylinder under the bench and feeds the hot water tap in the sink. As it is not economical to heat all this water just to wash the dishes, please use hot water from the instant water heater for this purpose. Ensure that all switches (water heater/s, stove, microwave but not fridge) are turned off at the end of the event.

Please take all rubbish away with you, from bins in kitchen, toilets and open bay area. The kitchen is to be left clean and tidy, and the carpet area is to be swept over with the carpet sweeper (kept in kitchen). Toilet areas are to be swept out, and toilets and handbasins checked to ensure they are clean.

Equipment

Please notify Annette at the time of booking if you want to use any of our equipment. Equipment is sometimes loaned out for other events and may not necessarily be available. Please put all equipment away tidily in the designated areas. All damage must be reported to Annette and repairs paid for.

Leaving the grounds

Security of the buildings and grounds is essential. All internal and external doors, clubroom gates and ground gates **must** be locked, and the road gates left closed. Thank you for your support in this matter.

Charges

1. Levy for Pony Clubs - \$3.00 per horse/pony
2. Levy for other groups - \$4.00 per horse/pony
3. Clubroom hire - \$50.00 per day
4. Toilet block only - \$20.00 per day
5. **\$100 bond to be paid with application to hire grounds**

Please advise Annette of the number of participants at your event when returning the keys, and an account will be forwarded to your organisation. Make cheques payable to *Waitara Pony Club* and post to our treasurer Mrs Zoe Woodward, 1253 Devon Rd, RD3, New Plymouth 4373

(Note: prices may be subject to increase next year due to rising electricity and lease costs.)

Funds raised from hire of the grounds are used to maintain and expand our facilities at Ranfurly Park.

Thank you for helping us to continue to support the provision of equestrian events in our area.