

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	Games Equipment:	Yes / No
Clubrooms:	Yes / No	Tractor:	Yes / No
Toilet Block:	Yes / No	Cross country equipment:	Yes / No
Show jumping equipment:	Yes / No		
Dressage 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 Furmage (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 paid upon acceptance of this application as laid out 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

Thank you for your application to use Waitara Pony Club grounds/clubrooms. We appreciate your help in continuing to support the provision of equestrian events in our area. Funds raised from the hire of the grounds are used to maintain and expand our facilities at Ranfurly Park. Please read the following conditions thoroughly and refer any questions to our booking officer, Annette Fumage (Ph 754 4194) or Secretary, Michele Davy (755 1027)

Bookings

Booking officer, Annette Fumage (Ph 754 4194). It is recommended that your date be arranged prior to events being advertised in order to avoid potential unavailability of the grounds. An application form must be filled out and accepted before the event goes ahead. It would be appreciate if you could first ring Annette and pencil in your required date, forward the attached forms to the WPC committee of which you will receive a formal reply.

In future, there will be a web access bookings application and preview of pre-bookings for the grounds.

Bond

A \$100 bond is payable upon formal receipt of the application by the committee. There are several acceptably methods of bond payment.

- A) Upon the formal receipt and acceptance of application a cheque may be mailed
- B) With your initial application form
- C) Upon collection of the keys with Annette Fumage (must be arranged prior)

Any dispute by either party will be resolved within a reasonable time frame of which WPC will hold the bond until both parties are agreed upon.

It is at the WPC discretions to waiver or increase the bond as they deem acceptable with prior notification to the parties involved. This can be discussed prior to the application with Michele Davy (755 1027) or Pip Bint (756 8877) or if at the time of application the WPC committee feels the bond is unnecessary it will be returned with the formal notification of acceptance.

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, and that the key is returned to Annette. Failure to return key/s or loss of key/s will incur a \$20 fine (Deducted from the bond).

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 show jumping poles. If you feel it is necessary to turn off the fences then it is essential that they be TURNED ON again at the END OF YOUR EVENT. The fence around the water jump is also connected, and must be put back up if taken down for your event. 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.

Entry and exit for parking must be at the first gate on the left going into the parking paddock where the yards are situated. Signs and cones are available to direct traffic into the correct gate. Please clean up around your trucks/floats and deposit manure in the concrete bins provided.

Clubrooms

Please bring your own tea, coffee, milk, sugar etc. The instant water heater takes approx 30mins 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.

Upon leaving the clubrooms please check the following:

- All rubbish from bins in kitchen, toilet and open bay area collected and removed from WPC.
- Kitchen 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 hand basins left clean.
- Please turn off all switches EXCEPT THE FRIDGE (water heaters, stove, microwave, lights) at the end of your event.

LOCK ALL DOORS AND GATES

Equipment

Please notify Annette at the time of booking if you require the use 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. Any show jumps, poles, stands, cups, letters/numbers, games equipment used must be returned to the designated areas. Any damage must be reported to Annette and repairs paid for.

NOTE: Agreement is to hire list of items as circled on application. All other equipment is out of bounds.

Charges

1. Levy for Pony Clubs	\$2 per horse/pony
2. Levy for other groups	\$3 per horse/pony
3. Clubroom Hire	\$50 per day or \$30 per half day
4. Toilet block only	\$15 per day or \$10 per half day
5. Bond	\$100/booking

Please advise Annette of the number of participants at your event when returning the keys and an invoice will be forwarded to your organisation.

Please make cheques payable to Waitara Pony Club and post to our treasurer:

Waitara Pony Club
C/ Mrs. Dallis Barrett
295c Henwood Road
RD2
New Plymouth

Applications to:
Pip Bint
43 Brookes St
Inglewood