

Waitara Pony Club Grounds Hire Form

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:

Grounds:	Yes/No	Clubrooms (includes toilets):	Yes/No
Arena:	Yes/No	Games equipment	Yes/No
Toilet Block only:	Yes/No	Shower room	Yes/No
Show jumps and stands:	Yes/No	BBQ	Yes/No
Dressage equipment: (does not include pipe arena)	Yes/No	Camping	Yes/No
Overnight yarding	Yes/No		

Date: Time: From..... To.....
(Please include setup times)

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, Sonya Williams (phone 027 4284430)
- The delivery of the key/s back to Sonya.
- 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.
- Maintaining the cleanliness of the facilities during the event.
- 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 you will be notified of, and removed from the bond.

Name: Signed:

Date: Phone: (home)..... (mobile).....

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

Bookings- Booking officer – Sonya Williams (phone 027 4284430)

It is essential that bookings are 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 Sonya. The key holder must be over the age of 18 years and will be deemed responsible for ensuring the following conditions are met.

Grounds and All-weather Arena- 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 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 can be disconnected at the jump) it is **essential** that it be turned on again at the end of your event. **Please pick up all manure from the all-weather arena after your event (failure to do so will result in forfeiture of your bond).**

Clubrooms - You are expected to bring your own tea, coffee, milk and sugar. The instant water heater takes approximately 30 minutes 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. To ensure instant hot water heater does not overflow, please switch off immediately after use. Ensure that all other 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, showers and hand basins checked to ensure they are clean.

Equipment- Please notify Sonya 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. **Any damages must be reported to Sonya 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 -

\$100 bond to be paid with application to hire grounds

- 1. Levy for Pony Clubs - \$4.00 per horse/pony**
- 2. Levy for other groups - \$5.00 per horse/pony**
- 3. Grounds – Rally paddock and/or XC course (not exclusive of members using the arena - \$50 plus rider levy**
- 4. Arena rate- \$50.00 plus rider levy (not exclusive of members using other parts of the grounds)**
- 5. Clubroom hire - \$20.00 per day (includes toilet block)**
- 6. Toilet block only - \$20.00 per day**
- 7. BBQ - Supply your own gas or \$10.00 per day**
- 8. Groups wishing to hire the grounds exclusively (not permitting key holders on the grounds) will pay \$75 per day plus the levy per horse/pony**
- 9. Overnight camping - \$15.00 per rider plus \$5.00 each additional person (includes shower and toilet facilities)**
- 10. Overnight yarding - \$10.00 (limited numbers available)**

(Note prices may be subject to increase due to rising electricity water and lease costs)

Please advise Sonya 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- Adrienne Fox, 573 Smart Road, Hillsborough, New Plymouth 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.

Disclosure: Competitors and spectators enter the grounds at their own risk. Neither the organisers or property owners nor the persons acting on behalf, accept any liability for any loss, damage, accident, injury or illness to ponies horses or riders or any other persons or property whatsoever.