



389 Springhill Road, Hampton Downs, RD2, Te Kauwhata.
Ph: 09 232 6545 Fax: 09 232 6546
Email: showfields@xtra.co.nz Web: www.showfields.co.nz

FACILITY & VENUE HIRE PRICE LIST & BOOKING FORM

At Showfields we are committed to making your event, clinic and visit to our wonderful facility a success. Our professional staff are available to discuss your needs and help you create that your event, from arena hire to traffic control. For Fundraising days and special events, discount rates may apply, this is appraised on an individual basis upon application. We are available at anytime to discuss your requirements.

Included in your hire price

- For your competitions, Showfields staff will create your traffic management plan, put up and take down your traffic control signs on your event day.
- Pipe dressage arenas and professional showjumps shall be available for your use according to your booking requirements and type of event.
- Arenas will be harrowed and presented ready for your arena set up

Optional Services by Arrangement – (charges apply)

- Showfields Staff can erect your jumping course or set up your dressage arenas
- Showfields can organize additional mobile toilets as required – (price dependant on current rates)

- The Arena Café can provide hot and cold food for your event – the café shall be run by Showfields

		<u>Mon - Fri</u>	<u>Sat - Sun</u>
Indoor Arena 72m x 40m	Full Day	\$300.00	\$500.00
	½ Day	\$150.00	\$250.00
	1 Hour	\$ 50.00	\$ 50.00

The above prices are to be paid plus gst.

80x70 Outdoor)	For Clinics, Competition and exclusive hire a
60x20 Outdoor x 2)	\$20.00 Ground Fee per horse will apply to these arenas
Round Pen)	Inclusive of gst.

Please note that stables, yards and camping will be separate from your venue hire and will be paid directly to Showfields Equestrian Centre and controlled by Showfields Staff.

Stables (includes bedding)	\$ 20.00 Inclusive of gst and are per day
Yards	\$ 15.00 Inclusive of gst and are per day
Camping (no power)	\$ 10.00 Inclusive of gst and are overnight

Bookings shall be accepted upon the receipt of completed Booking Forms only that are accompanied by the correct deposit and upon confirmation of available dates



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FACILITY & VENUE BOOKING FORM

All fields on this form must be completed and be accompanied by the correct deposit to be processed.
 Bookings will be secured upon confirmation of available dates.

CLUB/ASSOCIATION

ADDRESS

CONTACT NAME **POSITION**.....

PHONE **FAX**

Dates Required

Arenas Required

Expected Start Time **Expected Finish Time**

Expected Number of Horses

Equipment Required Pipe Arenas Showjumps

Set up Instructions Own Set up Showfields Set Up

Event Staff Required Yes / No For

Stables / Yards Required Yes / No Qty

Overnight Camping Required Yes / No Qty

Total Hire Cost Calculated \$

Deposit (25%) \$.....

Remaining Fees to be paid \$.....

Cheques Payable to:
D & J Craike

Signed **Dated**

Date Received Deposit Received

Event Date Accepted Authorised.....

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TERMS & CONDITIONS FOR FACILITY & VENUE HIRE

Operating hours of the venue are 7am to 10pm. Events / Hire times shall commence from 9am and finish at 6pm unless by prior arrangement from management.

During the period of use the hirer is responsible for:

1. The good conduct of all patrons and members attending the event/competition, ensuring they comply with all rules and regulations that are applicable to which the event is run under.
2. That all persons are restricted to the areas of the venue allocated for the activity. On no account shall unauthorized persons enter paddocks, stable blocks, buildings or private areas without permission from management.
3. Any damage caused to the venue by hirers, members and patrons, will be invoiced to the hirer
4. Ensuring its members and patrons do not interfere or cause problems for other hirers when a venue is being shared.
5. Ensuring the venue is left clean and tidy after an activity. And that all goods/equipment is removed from and or stored at the venue in the manner in which it was provided.
6. Ensure that its members/patrons do not erect any form of temporary yards for their horses, unless approval has been obtained from the manager or committee of management.
7. Ensuring that members/patrons do not lay power leads across roads and/or areas where horses are crossing to access competition areas.
8. Ensuring that all perimeter gates are pulled shut (not necessarily locked) between sunrise and sunset each day.
9. Riders/competitors are wearing approved safety helmets and footwear while riding at the venue.
10. The hirer may not sublet or license any part of the venue during the period of use, unless written approval has been obtained by management.
11. The period of use is defined as actual days of the activity. Arrangements can be made by management as to suitable times of the set up and dismantle of equipment.
12. Management shall not be liable for the safety of any goods/equipment or the loss of, or damage to such goods and equipment, brought in, and stored at the venue, during the period of use.
13. No goods/equipment can be stored at the venue, outside the period of use without consent from management.
14. The hirer shall not sell, or commit to be sold (including and without limitation) any goods edible food, drinks or alcohol, on the venue, except where prior written consent has been given by management on such terms and conditions that may apply from time to time.
15. **Payment : 25% Deposit shall be required along with the completed official booking form and upon confirmation of available dates for your event.** Payable to D & J Craike Once the date has been reserved, the booking fee becomes non refundable, unless in the rare event, cancellation has been actioned by Showfields, in which case the deposit shall be refunded in full, or alternative dates shall be found. The hirer will be issued with a Tax invoice which is payable in full on the day/last day of hire unless by prior arrangement with management. In the event that additional services, facilities or expenses are incurred during the period of hire, the hirer shall pay immediately upon receipt of such invoice.
16. **Alcohol :** the sale of alcohol at the venue is strictly prohibited unless a license has been obtained and written consent from management.
17. **Management retain the right to decline permission for the sale of alcohol on the premises.**
18. **No Dogs Allowed on any parts of the venue unless the dog is a seeing eye dog.**
19. **Notwithstanding any of the above, the hirer is responsible for the following:**
 - Repairs to any part of the venue where unacceptable damage occurs, regardless of the reasons
 - Obtaining permission from management prior to making any modifications to the venue. Permission will be only be given when the hirer agrees (in writing) to the complete restoration of the venue.

I have read and understood these conditions and agree to abide by them. As a representative of the named association or club, I declare I am authorized to sign this agreement on their behalf.

CLUB / ASSOCIATION

SIGNED **POSITION** **DATE**