

EVENT & FACILITY BOOKING FORM 2019

Valid as of 13 December 2018

LHPA PIC ND554799

EVENT NAME: _____ **EVENT DATES:** _____

EXCLUSIVE USE: Full day hire (7am to 10pm. Includes one surface preparation before use). Minimum booking is one full day. Please check the [Event Calendar](#) for availability.

NOTE: For shared use, please use the Shared Facility Hire Booking Form 2019. Shared hire is for individual riders only.

| | No of Days | \$/Day | Total |
|---|------------|--------|-------|
| <input type="checkbox"/> Indoor Arena (80m x 35m) | | \$200 | |
| <input type="checkbox"/> Warm-up Arena (60m x 25m) | | \$100 | |
| <input type="checkbox"/> Outdoor Competition Arena (70m x 90m) - all weather surface | | \$125 | |
| <input type="checkbox"/> Competition Dressage Arena (20m x 60m) - all weather surface | | \$100 | |
| <input type="checkbox"/> Outdoor Sand Arena (70m x 40m) | | \$100 | |
| <input type="checkbox"/> Meeting Room/Kitchen/Office (Bld 114) | | \$50 | |
| <input type="checkbox"/> All facilities (includes all of above) | | \$650 | |

ADD ONS

| | | | |
|--|-------------|-------|--|
| <input type="checkbox"/> Conference Room/Kitchen (Bld 129) | | \$50 | |
| <input type="checkbox"/> Half day hire of facility for set up only eg jump erection | | \$100 | |
| <input type="checkbox"/> PA System - 60m Radius | | \$50 | |
| <input type="checkbox"/> Additional Arena Drags | No of Drags | \$60 | |
| <input type="checkbox"/> Hire of Kubota/hour (operator must be inducted) | | \$25 | |
| TOTAL | | | |
| Total will be invoiced if under \$500, amounts over this will be 50% deposit upfront with balance paid after event. | | | |
| BALANCE TO PAY | | | |

| | |
|----------------------------|--|
| Other Requirements: | |
| | |
| | |
| | |

For other arrangements, please contact Equine Centre on 02 6933 2323 or equine@csu.edu.au

EVENT DETAILS

| | | | |
|---------------------------------------|--|--------|--|
| Club/OrganisationName: | | | |
| Event Organiser/ Contact Person Name: | | | |
| ABN (If applicable): | | | |
| Address (not PO Box) | | | |
| Billing Address: | | | |
| Telephone: Business: | | A/Hrs: | |
| Mobile: | | | |
| Email: | | | |
| Alternate Contact Person Name: | | Phone: | |

EVENT DATES: (including set up and pull down)

| | | | |
|------------------------|--|-------------------------|--|
| SET UP DATE/S | | | |
| Approx. Arrival Time: | | Approx. Departure Time: | |
| EVENT DATE/S | | | |
| Approx. Arrival Time: | | Approx. Departure Time: | |
| CLEAN UP DATE/S | | | |
| Approx. Arrival Time: | | Approx. Departure Time: | |

EVENT CONTACT DETAILS FOR PUBLIC ENQUIRES AND CSU EQUINE CENTRE WEBSITE

| | |
|----------------------------------|--|
| Event Name: | |
| Contact and Phone number: | |
| Email address: | |
| Website: | |
| Description of Event: | |

INSURANCE

- Please attach a copy of your current certificate of public liability insurance, with a minimum cover of \$20,000,000 for any one occurrence.

PAYMENT DETAILS

Your booking will not be confirmed until payment of the bond/deposit is received. This is required to secure your booking. CSU will send an invoice.

DECLARATION

By signing this form on behalf of the Club/Organisation, I agree to the following:

- The information I have provided is complete and correct.
- I will retain the attached Conditions of Use and I have read and understood them.
- I agree that the Club/Organisation will abide by the Conditions of Use and agree to inform all participants of the event to abide by these Conditions of Use.
- If the Club/Organisation fails to honour its obligation to this debt, the Club/Organisation agrees to pay any reasonable costs incurred by CSU incidental to debt recovery. If the Club/Organisation has any dispute regarding the debt, or service provided, the Club/Organisation agrees to submit a written appeal/complaint within 1 week of the invoice date.

Signed on behalf of Club/Organisation: _____

Print name: _____

Date: _____

CSU Equine Centre Office only:

Approved:

Not approved:

Signed on behalf of CSU Equine Centre: _____

Print name: _____

Date: _____

[A copy of the fully signed form should be provided to the Club/Organisation for their records.]

EVENT & FACILITY BOOKING FORM 2019**Valid as of 1 January 2019****CONDITIONS OF USE – Please read before completing, signing and submitting your booking form. Please keep a copy of these Condition of Use.****1. Definitions**

Booking Form means the CSU Equine Centre event and facility booking form required to be completed by the Hirer in relation to the hire of the Facilities.

Conditions of Use means these conditions of use relating to the Hirer's use of the Facilities during the Period.

CSU means Charles Sturt University and its officers, employees, agents, students and contractors.

Facilities mean those facilities comprising the CSU Equine Centre as identified in the Booking Form.

Hire means the event or booking specified in the Booking Form.

Hire Fees means the fees payable by the Hirer to CSU for the use of the Facilities.

Hirer means any individual, corporation, incorporated association, club or organisation requesting the use of Facilities as identified in the Booking Form.

Period means the days/hours during which the Hirer is permitted by CSU to use the Facilities as specified in the Booking Form.

Purpose means the purpose and event specified in the Booking Form.

2. Grant of hire and fit for purpose

- 2.1. In consideration of the Hirer agreeing to pay the Hire Fees to CSU in accordance with the terms of CSU's invoice, CSU grants to the Hirer the right to occupy the Facilities during the Period for the Purpose. The rights granted to the Hirer are in the nature of a licence only.
- 2.2. The Period is defined as the actual days of activity. Arrangements can be made with the Equine Centre manager regarding appropriate times to set up and dismantle any equipment used by the Hirer without increasing the period of charged hire. If this equipment prevents use of the Facilities by resident users for a significant period of time, an additional hire fee will be charged for that time period.
- 2.3. The Hirer acknowledges that:
 - (a) CSU (including its staff and students) will also have access to and use of the CSU Equine Centre; and
 - (b) the Hirer must not interfere with any other person authorised by to use any part of the CSU Equine Centre.

- 2.4. The Hirer is responsible for satisfying itself that the Facilities are fit for the Purpose and that the Hire will be able to carry out the Purpose within the Facilities in a safe manner. CSU does not warrant that the Facilities are fit and proper for the Hirer's Purpose. CSU does warrant that the Facilities are in good working order.
- 2.5. The Hirer agrees that any stable bookings must be made through Nominate at the following website: <http://www.nominate.com.au/stables/VenueIntroduction.aspx?vid=382>.

3. Fees and charges

- 3.1. A Bond is required and the Hirer's Booking Form will not be confirmed until the Bond and or full payment is received by CSU. The Hirer grants CSU the right to use all or part of the Bond pay for any damage suffered by CSU including damage to the CSU Equine Centre or the Facilities as a result of the actions of the Hirer (including its officers, employees, agents, contractors, members and patrons). Nothing in this clause will limit CSU's ability to recover additional damages from the Hirer.
- 3.2. CSU will send a taxation invoice to the Hirer:
(a) for the Bond on receipt of the Booking Form; and
(b) for the balance of the Hire Fees at completion of the Period.
- 3.3. Fees quoted are inclusive of GST. Where a tax invoice is to be supplied by CSU this document will be GST compliant and shall provide the recipient of the supply, or where different the payer, with the necessary documentation as shall enable or assist that party in claiming or verifying any input tax credit, rebate or refund in relation to the GST payable under these arrangements.
- 3.4. The Hirer agrees to pay all fees in accordance with the relevant invoice. Payment may be made by cheque, credit card or direct deposit. Cash will not be accepted.
- 3.5. If the Hirer cancels the Hire within 48 hours of the commencement of the Period, 50% of the Hire Fees will be charged. If the Hirer cancels the Hire outside of 48 hours prior to the commencement of the Period, 25% of the Hire Fees will be charged.
- 3.6. CSU may cancel the Hire if:
(a) the Facilities will be unfit for use during the Period;
(b) the Facilities may be unduly damaged by use for the Purpose;
(c) the Hirer has failed to comply with these Conditions of Use; or
(d) a higher priority booking is received.
- 3.7. CSU will not be liable for any loss or damage arising out of cancellations of the Hire by CSU.

4. Risk, security and safety

- 4.1. At least one (1) week prior to the Period, the Hire will:
(a) carry out its own risk assessment of the Facilities to ensure that the Facilities are fit and proper for the Hirer's Purpose and that the Purpose can be safely performed by the Hirer and provide a copy of such risk assessment to CSU on request;
(b) complete any risk assessment forms if required by CSU; and
(c) undertake any induction of the Equine Centre if required by CSU.
- 4.2. During the Period, the Hirer must:

- (a) ensure that one or more appropriate qualified safety supervisor(s) / co-ordinator(s) be present at the Facilities all times. CSU can request that a minimum number of supervisors / co-ordinators be present. The Hirer will provide proof of qualifications if requested by CSU;
- (b) supervise and control all participants and officials and restrict spectators to areas designated by CSU for their use;
- (c) provide for a safety (fire and emergency) briefing for the number of persons determined by the CSU to be necessary, prior to use of the Facilities and ensure those persons are present at the Facilities for the purpose of ensuring safety in an emergency;
- (d) arrange for First Aid Officer/s and their equipment to be present and available at all times; and
- (e) comply with all CSU policies, procedures, guidelines and regulation as provided by CSU to the Hirer from time to time, and any directions given by CSU to the Hirer from time to time, or any signage at the Facilities in so far as they concern the use of the Facilities.

4.3. During the Period, the Hirer acknowledges and agrees that:

- (a) A security phone is located on the exterior wall of the classroom and at the Equine Centre Office. These phone automatically dial through to CSU Security.
- (b) In the event of an accident/incident or near miss an incident report form must be completed, signed and returned to security within **24 hours** of incident. Incident report forms can be found hanging in the amenities kitchen (building 114) and conference room (building 129). CSU Security must be called if an ambulance is required to ensure the ambulance finds the correct location, all CSU security personnel are first aid trained and carry a defibrillator in their vehicle. Blue security phone are located at buildings 121 and 129, lift the handle or dial 1800931633 on your mobile phone.
- (c) In case of emergency evacuation, all persons must assemble in the car park area between the VCC and the indoor arena to await further instructions.
- (d) Children under the age of 16 must be fully supervised by an adult at all times.
- (e) Current Australian Safety Standards Approved safety helmets and smooth-soled riding boots must be worn at all times whilst riding, unless specifically approved otherwise by the Equine Centre manager at their absolute discretion.
- (f) All persons handling horses must wear safe, fully-enclosed boots (which cover ankles) boots.
- (g) Dogs must be restrained on a leash at all times.
- (h) All gates on the Equine Centre must be left as they are found.
- (i) Vehicles must proceed slowly in any area of the Equine Centre (speed limit is 10km/hr). No vehicles are to be parked around the stable area. Floats must only be parked in the designated float parking area.
- (j) Horses **MUST NOT** be tied to stable doors, arena walls, gates or fences. Horses are to be kept off the banks of the indoor arena. All horses must be kept on a lead at all times.
- (k) Stallions must not be tied up unattended at any time. Stallions must be adequately identified at all times.
- (l) To report maintenance, stabling or general concerns and queries please contact CSU security: 1800 931 633.

5. Conduct and Cleanliness

5.1. During the Period, the Hirer must:

- (a) keep the Facilities in a clean and tidy state and maintain a good and satisfactory appearance to the Facilities and all fixtures, fittings and equipment at the Facilities;
- (b) if the indoor arena lights are turned on by the Hirer, they must be turned off at the completion of the Period. Once turned off, the lights must be allowed to fully cool down before being turned back on (allow at least 30 minutes);

- (c) ensure that all manure, hay and rubbish must be picked up from all areas, including arenas using the wheelbarrows, brooms and rakes provided. Manure and hay is to be placed in the designated muck heap. Wheelbarrows must be emptied after every use and returned, along with brooms and rakes to the ends of the stable blocks;
 - (d) ensure that stables (including any portable stables hired by the Hirer from any external party with the prior approval of CSU) are left clean; and
 - (e) ensure it holds appropriate stable bonds from users of any portable stables hired by the Hirer from any external party.
- 5.2. If the Facilities are left in an untidy state, the Hirer will be charged a cleaning fee of \$100 per area. Areas are:
- (a) Stables – 101-120
 - (b) Stables – 210-224
 - (c) Yards – 200-207
 - (d) Indoor/Warmup Arena
 - (e) Competition Arenas
 - (f) Sand Arena
 - (g) Camping Area
 - (h) Amenities Block (Bld 114)
 - (i) Conference/Kitchen (Bld 129)
 - (j) Spectator Parking
- 5.3. During the Period, the Hirer is responsible for the good conduct of its members and patrons. Any damage caused by the Hirer's members or patrons must be reported immediately to the Equine Centre manager. The cost of any repairs will be invoiced to the Hirer.
- 5.4. In the event of vehicles being bogged and requiring pulling out the following charges will apply:
- (a) Weekdays: Staff \$35/hour
 - (b) Saturday: Staff Callout minimum 3 hour @ \$35 x 1.5 times = \$157.50
 - (c) Sunday: Staff Callout minimum 3 hour @ \$35 x 2 times = \$210
 - (d) Tractor Cost: \$100/hour
 - (e) Large Farm tractor from farm \$600/3 hours
- 5.5. CSU will not be held responsible for damage to vehicles. Contact security: 1800 931 633

6. Prohibitions on the Hirer

- 6.1. The Hirer must not, without the prior approval in writing of CSU:
- (a) use the Facilities for any purpose other than the Purpose;
 - (b) allow any person not subject to the direction and control of the Hirer to use the Facilities;
 - (c) hawk, sell, dispose of or supply anything whatsoever, or do so contrary to any condition imposed by CSU;
 - (d) bring, or permit to be brought, any animal (dogs on a leash or accompanying people with disabilities excepted), alcoholic beverage, fire arms, or dangerous goods;
 - (e) re-hire the Facilities to any other person/ organisation;
 - (f) use any part other than the Facilities booked;
 - (g) alter, move or remove any fixture, fitting or furnishing;
 - (h) erect temporary yards;
 - (i) erect or display any advertisement or do so contrary to any conditions imposed by CSU;
 - (j) take any collection;

- (k) conduct any game of chance, or mixed chance and skill, lottery, or sweep-stake;
- (l) bet or wager, or permit any person to bet or wager;
- (m) erect any marquee, hut, stall or similar structure or do so contrary to conditions imposed by CSU;
- (n) sell, offer or permit to be sold, offered or exposed for sale any refreshments or other goods or service or do so contrary to conditions imposed by CSU;
- (o) use their own equipment without the prior approval of CSU. Permission may be granted if the equipment is compatible with existing arrangements, is suitable for use in the Facilities and has been tested and tagged in accordance with Australian Standards; or
- (p) light or permit to be lit naked flames (including candles) or permit flame, explosive or fuel to be brought into the Facilities.

7. No smoking

- 7.1. The Hirer acknowledges and agrees that CSU is designated smoke free under the *Smoke-Free Environment Act 2000 (NSW)* and the Hirer must ensure that it complies with all relevant requirements of that Act.

8. Advertising

- 8.1. The Hirer must not:
- (a) Make statements or imply through advertising or otherwise that CSU is associated with the Hire, other than the provision of the Facilities. All CSU campus advertising is subject to the approval of CSU; and
 - (b) Use the CSU image or branding without the written consent of CSU.

9. Insurance, indemnity and limitation of liability

- 9.1. The Hirer must maintain a current public liability insurance in the amount of not less than \$20 million for any one occurrence from or related to the Hirer's business or activities and provide CSU with a certificate of currency when submitting the Booking Form.
- 9.2. The Hirer will indemnify CSU and its officers, employees, agents and contractors against all actions, claims, demands, losses, damages, costs and expenses for which CSU or its officers, employees, agents and contractors may become liable in respect of or arising from any accident, loss, damage or injury to persons or property as a result of anything done or omitted to be done by the Hirer and the persons under its control or responsibility, in connection with the usage of the Facilities and in connection with these Conditions of Use.
- 9.3. The Hirer's liability for any claim arising from personal injury or death of any person or loss or damage to property will be reduced to the extent that such a claim is a direct result of a breach of these Conditions of Use on the part of CSU, or any negligent act or omission of CSU and its officers, employees, agents and contractors.
- 9.4. Neither party will be liable in any circumstances for incidental, consequential or indirect losses of any nature arising from or in connection with these Conditions of Use.
- 9.5. The Hirer's liability to indemnify CSU does not exclude or reduce the liability of, or benefit to, a party that may arise by operation of the common law, statute or the other terms of these Conditions of Use.

10. Termination

- 10.1. CSU may terminate the Hire immediately on notice to the Hirer if:

- (a) the Hirer breaches any provision of these Conditions of Use; or
- (b) CSU becomes aware of conditions under which the Hire could jeopardise public safety or involve an unacceptable risk of personal injury or damage to the CSU Equine Centre.

10.2. If CSU terminates the Hire in consequence of 10.1:

- (a) the Hire Fee will not be refunded; and
- (b) CSU will not be liable for any loss or damage sustained as a result of closure.

11. Privacy

CSU takes care to respect the privacy of its Hirers. Personally identifiable information (name, address, etc) is requested in order to create a legally binding booking contract between the Hirer and CSU. CSU undertakes to treat any personal information in accordance with the provisions of the *Privacy and Personal Information Protection Act 1998*. The personal information is collected by CSU Equine Centre staff to assist in managing the CSU Equine Centre facilities and may be disclosed to third parties for the purpose of debt recovery.

**EMERGENCY PRODEDURE- SECURITY WILL MEET YOUR AMBULANCE AT THE MAIN
ENTRANCE AND GUIDE THEM TO YOU**

 **HELP**

EMERGENCY

**Fire, Police, Ambulance
'000'**

Campus Security

'1800 931 633'

Campus Security services include:

- Responding to emergencies and meeting emergency vehicles.
- Safe escort service after dark
- Patrolling campus for safety and protection of people and assets
- Providing first aid assistance
- Accepting incident reports from members of the community about thefts, etc
- Responding to reports about suspicious persons, activity or conduct

AFTER HOURS:

If you need to get in touch with Equine Centre Staff after hours to report a critical incident or any other matters,

Please call Security on 1800 931 633 and they will get in touch with appropriate CSU staff.

If your horse or someone else's horse is injured after hours please call the Veterinary Clinical Centre

Emergency mobile on 0419 385 049

Please install the **CSU SAFE** app on your smart phone, this allows security to find you in an emergency and gives quick access to help.