

**Faculty of Science and Health**

**Animal & Field Technical Services**Equine Centre

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Agriculture Ave

Wagga Wagga NSW 2650

Tel: +61 2 6933 2323  
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LHPA PIC Number ND554799

# Horse Boarding Contract – Charles Sturt University Equine Centre 2025

This document MUST be completed and returned to Equine Centre prior to arrival onto premises. **Please attach a picture of your horse at the end of the contract and return ALL pages.** This document is a Horse Boarding Contract between Charles Sturt University (through Faculty of Science and Health / Equine Centre) (Charles Sturt) and:

**Name:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mobile Ph: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Degree studying \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_**

**Equestrian Australia member no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Horses Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_**

**Float Rego: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Next Of Kin: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_**

**Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***A completed Contract is required to secure your position - please complete and return ALL pages. Annexure C to be completed and placed on front of stable prior to arrival of horse. Annexure B to be completed and returned to Equine Centre office if required as per clause 5.g. in Annexure A.***

**Horse Boarding Contract:**

Horse Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Horse breed:

Horse Age:

Horse Sex: 🞎 Mare/Filly 🞎 Gelding

Address horse is arriving from: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode: \_\_\_\_\_\_\_\_\_

I wish to book one horse float parking space: 🞎 Yes 🞎 No

My horse has been dewormed and vaccinated for tetanus and strangles: 🞎 Yes 🞎 No

Date of last Tetanus & Strangles vaccination: \_\_\_/\_\_\_\_/\_\_\_ Batch Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date last dewormed \_\_\_/\_\_ \_/\_\_\_

I understand that it is my responsibility to provide proof of vaccination if required. If my horse has not been recently vaccinated, I agree to purchase a course of vaccinations and notify Equine Centre office when they are used.

I have monitored my horse’s health in the week prior to arriving and it has shown no abnormal signs AND my horse has had a normal temperature in the week prior to arriving: 🞎 Yes 🞎 No

Any pre-existing injuries of horse; (If none, insert Nil) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OWNER DECLARATION, ACKNOWLEDGEMENT & DISCLAIMER** (*please tick each box and sign below*)

* I declare that the above information I have provided is true and correct.
* I understand that my place will only be confirmed once my completed contract is delivered to Equine Centre Staff within the allocated time frame advised by Equine Centre Staff.
* I confirm I have read and understood the rules and procedures contained in Annexure A (**Rules**) and agree to abide by the Rules.
* I acknowledge that if I do not abide by the Rules, unless otherwise specified in the contract, a verbal or written official warning is given for a first offence. A second offence will result in my expulsion from the premises.
* I agree that if my horse is injured or unwell and I cannot be contacted, I authorise Charles Sturt Equine Centre staff to initiate appropriate treatment as they see fit and hand over care to Charles Sturt University Veterinary Clinic Centre.
* I acknowledge and agree that involvement with horses is a dangerous activity and that horses can act in a sudden and unpredictable way, especially if frightened or hurt; and serious injury or death may result from horse activities, especially horse riding. I accept the Risks.
* I agree I will not hold Charles Sturt and its officers, employees, agents and contractors liable for any injury, death, loss or damage of any kind whatsoever that may occur to me, my horse or any other horse, person or equipment whilst my horse is boarded at Charles Sturt Equine Centre.
* I agree to indemnify, and keep indemnified, Charles Sturt to the extent permitted by law from and against any loss or damage suffered or incurred by Charles Sturt arising from or in connection with my horse being boarded at Charles Sturt Equine Centre.
* I understand that jumping is at my own risk, and I take full responsibility to set jumps up according to Equestrian Australia rules, including the use of breakaway cups.
* I understand that teaching horses will be moved (sometimes at pace) along laneways in order to get to class which may frighten my horse and I accept this risk. I understand that teaching horses have right of way at all times & I am not permitted in the laneways when signs indicate that teaching horses are being moved.
* I understand that use of shared horse paddocks comes with risk of injury, and I accept these risks when I put my horse out.
* I understand that other horses within shared paddocks may cause damage to any gear (eg rugs & boots) left on my horse and I accept these risks.
* I acknowledge and agree that I am not covered by Charles Sturt’s personal accident insurance policy and agree to seek professional advice to ensure I have adequate cover (including personal accident/injury) prior to using the Equine Centre.

Signed: Date: \_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_

Witness Name: Witness Signature: .

Charles Sturt use only: Approved/Not Approved (please circle)

Signed: Date: / /

Name & Position: .

**Annexure A:**

**Student/Staff Boarding at Charles Sturt University Equine Centre**

1. ***Student boarding rates***
2. Due to high demand, a limit of **ONE** horse (mare or gelding only, **NO** stallions/colts) boarded at Charles Sturt Equine Centre per boarder applies.
3. Boarding is payable monthly; in arrears every 4 weeks at a rate of $7/day.
4. If boarding is required over the summer holiday period, it must be discussed, and arrangements made with Equine Centre staff before the end of session 2. Summer boarding is limited to paddock use only and tack rooms will be changed around as Equine Centre Staff see fit.
5. Boarding charges must be paid on or before the due date. **Any accounts that are outstanding at 21 days will be given an official warning, if still outstanding at 28 days they will be asked to remove their horse and belongings from the premises**. All fees owing will be handled by Accounts Receivable in the appropriate manner.
6. Monies owing elsewhere at Charles Sturt will affect your standing at the Equine Centre. If you are in arrears in any other area of Charles Sturt, you will be asked to remove your horse and belongings from the Equine Centre.
7. Departures mid-year where the boarder chooses to cease boarding, stable allocation is **forfeited**. You can be added to the Equine Centre boarding waiting list at any time after departure by contacting the Equine Centre office ([equine@csu.edu.au](mailto:equine@csu.edu.au)). If you are taking your horse home for the holidays mid year you will still be charged a daily rate until you return.
8. If you depart from the Equine Centre boarding facility mid-year and wish to hold your position until your return, the full daily rate will be required to be paid.
9. Use of P Block day yards will be first in best dressed and you will be charged at $2/day. There is only 6x P block day yards available and if you are not allocated a yard, you are not permitted to put your horse in one.
10. You must keep stables and tack/front of stable clean at all times, a build-up of manure or a foul-smelling stable will result in an official warning.
11. Limited horse float parking is available at an additional $50.00 per calendar year and must be booked through the Equine Centre Office before arrival. Charges will go onto your account.
12. Accounts will be billed **at the end of each month**. Fees are $7 per day and yardage at an additional $2 per day. You will be billed for holiday periods if you depart, and your area is not 100% vacant including removing all tack and feed.
13. ***Student Allocation***
14. Student boarding is offered to current Charles Sturt students and includes a stable, shared paddock turn-out, a shared tack & feed storage area and use of all facilities (subject to teaching and outside bookings). <http://science.csu.edu.au/centres/equine/bookings/calendar>
15. All boarders at the end of year need to reapply for the following year.
16. If boarders leave through the year and require a place the following year, they are required to be placed on the appropriate position on the waiting list. To be placed on the waiting list please e-mail ([equine@csu.edu.au](mailto:equine@csu.edu.au)).
17. When students graduate or if their enrolment is cancelled, they will be immediately required to leave the boarding facility.
18. Students will board at P block and all staff will board at D block with entry via starvation lane. Staff will not have access to shared paddocks across the road.
19. ***Arrival and Departure Procedures***
    1. ***Arrival***
20. BEFORE your horse arrives, contact the Equine Centre Stable Manager to be allocated a single stable, a shared feed/tack room and shared paddock access or day yard.
21. All boarders MUST be inducted to the boarding facilities prior to or upon arrival. This induction must be arranged with Equine Centre staff between 9am and 2pm weekdays.
22. All boarders MUST complete and return this Boarding Contract prior to arrival at the Equine Centre. For returning students this Contract must be complete and returned by December. Failure to do so will result in your position at the boarding facilities being **forfeited**. Failure to complete all sections of this Contract will result in immediate rejection.
23. Upon arrival, make sure your horse has been drenched with appropriate dewormer or proof of faecal egg count.
24. Horses must be vaccinated for Tetanus and Strangles. Batch numbers are required on Horse Boarding Contract and proof of vaccination may be requested at any time.
    1. ***Departure***
25. Storage of gear at the Equine Centre during summer holiday periods is limited, the facility is usually shut down for cleaning and horses are allowed to be paddocked only over Nov-Feb.
26. Before departure your stable must be completely **cleaned and hosed**, removing all manure, bedding, rubbish and belongings. If the vacated stable is not cleaned prior to date set by Equine Centre staff, a cleaning fee of $150.00 will apply and an official warning will be given.
27. NO stables or tack/feed rooms are to be left locked up during summer holiday period unless arranged with Equine Centre staff prior to departure.
28. If you are intending to return to the Equine Centre following the summer holiday period, it is imperative that you notify the stable manager to reapply prior to the holiday period, you will then receive confirmation of your stable allocation for the following year.
29. Please be aware that November - Feb has been designated as a maintenance period for the boarding facilities. This means the three week period at the end of December is limited to boarder’s continuing over the summer period.
30. ***General Boarding Guidelines***
31. All boarders must hold personal insurance. Your membership number must be listed on the contract when commencing boarding or you will be immediately rejected. It is your responsibility to keep your membership up to date at all times. Failure to do so will result in immediate dismissal from the Equine Centre.
32. Only Charles Sturt Equine Centre members and boarding students are permitted to ride at the Equine Centre premises.
33. Immediate expulsion will result if other non-insured, and non-members are found to be riding your horse. It is your responsibility to check their membership & insurance prior to them riding your horse.
34. Charles Sturt Equine Centre is within the Faculty of Science and Health. We are often scrutinised by the public and media, therefore you are required to uphold a high standard of animal husbandry and welfare, including high level of stable cleanliness. Dirty boxes will be given an official warning - this is at the discretion of Equine Centre staff members.
35. Please ensure to join our Facebook page ”CSU horse boarding updates” - this is a private group and how we generally keep in touch.
36. Please be considerate of other people using the facilities. Failure to pick up manure from horse walker/arenas will result in an official warning.
37. Boarders are advised to consult with one another regarding use of the indoor arena during early mornings and after dark, so that the lights are switched on and off once only each morning and evening.
38. The laneway system is used for moving horses to class, horses are moved through this laneway sometimes at speed, please be aware that this may cause disruption to your horse. Failure to close lane way gates will also result in an official warning.
39. If boarders are found in laneway while signs indicate horses moving, an official warning will be given.
40. Boarders **must wear fully enclosed boots at all times**. Any other footwear will result in an official warning.
41. Boarders **must wear an Australian standard helmet at all times when riding.**
42. Boarders must be responsible for keeping their riding tack up to a safe standard.
43. Boarders found to be partaking in unsafe practices with their horses will result in an **official warning or immediate expulsion depending on the seriousness of the situation.**
44. All areas of the boarding facility must always be kept clean and presentable. You are responsible for picking up your own items and rubbish from your stable area, arenas, wash bays and horse walker. Failure to do will result in an official warning.
45. Horses that are found to be continuously causing trouble or dangerous within the boarding facility will be immediately banned from the Equine Centre boarding facility - this will be up to the discretion of Equine Centre staff. You will however have the option to bring another horse prior to forfeiting your boarding position. Examples of trouble / dangerous horses include but are not limited to;

* Kicking, biting, striking or attempting to run over other boarders in the paddock or stable areas.
* Continuously causing injury to other horses in shared paddocks.
* Chewing / destroying of other horse’s tails, manes, rugs etc.
* Causing damage to stables, day yards or paddock shelters

1. ***Animal Husbandry***
2. Horses **MUST** be attended to prior to 9.30am.
3. Horses must have access to clean, fresh water at all times. A 40L or larger water container is recommended. Horses can drink up to 70L per day.
4. Stables must be mucked out at least once per day. It is advisable for horses stabled over a 24 hour period that stables are mucked out twice daily. Failure to maintain clean boxes and stable area will result in an official warning or instant expulsion.
5. Boarders must provide adequate feed and nutrition for their horse so as to maintain a minimum condition score of 2 and maximum of 4 (as per the Australian condition scoring system). Boarders are advised not to rely on paddocks for forage and nutrition. If you are unable to maintain an appropriate body condition score, you may be asked to leave the Equine Centre boarding facility.
6. Horses that are stabled over 24hrs must be exercised daily, unless a medical condition prevents this. Horses that are stabled and yarded must be exercised at least once every two days.
7. All boarders intending to leave their horse in the care of a fellow student/staff member for a short period of time (up to 3 days) must inform management and must also make a note in the sign in folder.
8. All boarders intending to leave their horse in the care of a fellow student/staff member for an extended period of more than 3 days must fill in a **Contract of Care** and return it to management prior to or on the day of transfer of responsibility. **(See** **Annexure B)**.
9. Only current Charles Sturt students or staff may care for horses at the Equine Centre.
10. All horse injuries or health issues must be reported immediately to Equine Centre staff.
11. ***Stabling & Paddock Access***
12. A clearly visible, legible horse identification and owner contact form **MUST** be on the front of your allocated stable at all times. It is your responsibility to replace the ID form if it is lost, weather damaged or faded. **(See Annexure C)**. Failure to do so will result in an official warning.
13. Your stable area is **your** responsibility and must be kept clean at all times, **including concrete and gravel areas**.
14. Boarders must provide own rakes, wheelbarrow and broom for cleaning of stable and stable area.
15. Horses must **NOT** be tied up to the doors of stables. Tying of horses is permitted on the INTERIOR walls (non-sliding) only using baling twine. NO baling twine is to be attached to the doors for any purpose. Horses **MUST NOT** be hard tied in the wash bay areas.
16. Manure must be placed at the designated muckheap. Failure to do so will result in an official warning.
17. Once you have been allocated a stable, feed/tack area and paddock/yard, **DO NOT** move to another without prior arrangement with Equine Centre staff.
18. NO boarder is to put their horse in a teaching day yard or stock yard unless permission is granted by an Equine Centre staff member. Any boarder found to be using yards without prior approval will be given an official warning.
19. Gates between paddocks, yards, laneways and stables **must remain closed at all times**, including laneways to shared paddocks. This is for your horse’s safety. Official warnings will be given for non-compliance.
20. Horses are to be kept off the lawns surrounding the indoor arena, including the banks of the arena. All horses must be kept on a lead at all times
21. Manure **MUST** be removed of the arenas at the completion of the ride, failure to do so will result in an official warning given.
22. ***Horse Walker***
    1. The horse walking machine is only to be used by boarders that have completed the inductions WH & S training to ensure user and animal safety. If you have not completed the appropriate training, you **ARE NOT** permitted to use the walker.
    2. Failure to clean the walker after use will result in an official warning & walker will be locked for a period of time decided by the Equine Centre staff.
23. ***Restriction on professional services***
24. No Charles Sturt student or staff member using the Equine Centre may give or receive riding instruction or offer professional coaching services to others without the prior approval of Charles Sturt Equine Centre management.  A hire booking supported by evidence of public liability insurance in the amount of $20m must be made through the Equine Centre office.
25. No Charles Sturt student or staff member using the Equine Centre may provide professional services to others (e.g. horse health advice) or undertake any other commercial activity at the Equine Centre without the prior approval of the Charles Sturt Equine Centre Management.
26. ***Disciplinary Procedures***
27. It is important to remember that all students and staff are expected to act in a professional manner at all times at Charles Sturt. This relates to personal presentation and safety, language/vocabulary, punctuality, attitude, animal welfare, respect and consideration for others.
28. Unless otherwise specified in this contract, failure to comply with guidelines, rules and direction of Equine Centre staff or a breach of the contract will result in ONE official written warning. Continued non-compliance resulting in TWO official written warnings will result in exclusion from the Centre.
29. Incidents of alleged misconduct will be dealt with pursuant to Charles Sturt’s Student Misconduct Rule 2020 (in relation to students) or the Code of Conduct (in relation to staff) which may result in temporarily restricting or suspending the affected student/staff from being on the Equine Centre premises until a misconduct allegation can be resolved.

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

For Fire, Police or Ambulance dial 000
For Campus security call 1800 931 633

**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 Charles Sturt 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. We also have a Facebook page, please ask to join ☺

**Annexure B:**

**Contract for Care of Student Horses (fill this out if you are leaving your horse in the care of another person for more than 3 days)**

For students intending to leave their horses in the care of fellow students, it is imperative that the terms of this care are clearly understood by all parties.

This is a contract between; …………………………………………………………….. (The owner) and ..…………………………………………………………………………. (The carer) for the care of horse …………………………………………………………………………………………………......................

For the period of …………………………….. To ……………………………..

**Owner Agreement**

I, the owner of horse in question:

1. Agree to leave sufficient feed to maintain my horse/s for the period specified above. I understand that it is not the carer’s responsibility to purchase feed on my behalf.
2. Will leave clear instructions for the carer regarding the care of my horse, included in the Schedule of Care below. This schedule will be forwarded to CSU Equine Centre Staff at the following email address [equine@csu.edu.au](mailto:equine@csu.edu.au)
3. Agree to abide by the dates of this contract, as specified above. I understand that the carer is under no obligation to continue the care of my horse outside these dates.
4. Authorise the carer to use his/her discretion to call a veterinarian on my behalf in the case of emergency. I agree to pay all costs incurred.

**Carer Agreement**

I, the carer of horse in question:

1. Agree to abide by the conditions of student agistment at Charles Sturt Equine Centre.
2. Agree to tend to said horse twice daily, in the manner set out by the owner in the Schedule of Care below.
3. Agree to notify Equine Centre staff if the owner does not abide by any of the conditions set out above.
4. Agree to make every attempt to contact the owner should the horse require veterinary care. I understand that it is my responsibility to seek veterinary attention for said horse should the owner not be contactable and that the owner will be liable for any costs incurred.
5. Assume total responsibility for the horse during the dates specified.

**Signed (Owner)** …………………………………… Dated …………………………...

**Signed (carer)** ……………………………………. Dated …………………………...

**Contact details**

**Owner:** Preferred Contact Number…………………………………………………………………..

Email …………………………………………………………………………………………..

Preferred veterinarian …….………………………………………………………………….

**Carer:** Preferred Contact Number ......……………………………………………………………….

**Schedule of Care**

I, the owner, expect the carer to care for my horse as set out below. I understand that the carer is obliged to carry out all procedures set out in the Schedule of Care but is not obliged to carry out anything outside this Schedule.

**Attach additional pages if necessary. Each page must be signed by both parties.**

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**Signed (owner)** ………………………………………... Dated …………………………...

I, the carer, agree to care for the horse/s as set out in the Schedule of Care.

**Signed (carer)** ……………………………................ Dated ……………………………

**Annexure C:**

**Identification form**

**Owner Details**

name of Owner:……………………………………………

Phone: (H)…………………(M)………………....................

Emergency contact:………………………………………

Phone:……………………………………………………….

**Horse Identification**

name of horse ………………………………………………

Breed & colour ……………………Microchip #:..............................

Markings ……………………………………………………

Sex: Mare/Filly Gelding Age ……………

Brands: Near side Off Side

Preferred Veterinarian in case of emergency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ph Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Front View Photo** **Side View Photo**