



Manitoba Horse Council Equestrian Centre Rental Application and Agreement

Please complete *all* of the orange/shaded sections of this form. Incomplete forms will not be accepted. Careful completion of this form will ensure the services you require are provided during the period of your rental.

Club Name Here

(hereinafter referred to as the User) makes application to rent the Equestrian Centre (located in Birds Hill Park, Manitoba) owned and operated by Manitoba Horse Council Inc. (hereinafter referred to as the Owner).

Event Information

Name of Event:

Date of Event:

From:

To:

Contact/Billing Information

Name:

Street Address:

City:

Province:

Postal Code:

Phone:

Fax:

Email:

Event Liaison Officer

Every event must designate an Event Liaison Officer (ELO) who is the main contact for queries regarding the booking both before, during and after the event which includes mandatory site walk-throughs (opening and closing). The ELO must be someone who will be present at the event. The ELO must contact the Equestrian Centre Manager at least 5 days prior to the event to confirm event requirements.

Name:

Phone:

An Acceptance of Liability form must be signed by the ELO or president of the club before the club may use any of the Centre's equipment or machinery.

Reservation/Damage Deposit

A \$300 damage/reservation deposit must be submitted with *each* event application. Unused damage/reservation deposits will be applied as a credit to the final event invoice.

Booking Terms and Conditions

Please read the terms and conditions of use carefully. Your signature (hardcopy or electronic) below indicates that the user agrees to abide by these.

The user agrees to abide by the terms and conditions as described in the Manitoba Horse Council Equestrian Centre Terms and Conditions document.

Signed:

On behalf of the user

Print/type name:

Confirmation of Booking by MHC

If the booking is accepted, the Contact and the Event Liaison Officer will receive a copy of this agreement signed by Manitoba Horse Council.

Signed:

On behalf of the MHC - The Owner

Print/type name:

Please complete the specific rental requirements for your event on the next page.

Rental Requirements

5% GST will be applied to all charges on the final bill

Rings, Booths and Jumps

Please indicate *when* each of these items is required by placing a **tick** (if completing the form in hardcopy) or **1 or other number required** (if completing electronically) in the column for the appropriate day.

		Days and Dates				Item Total
		Day Date	Day Date	Day Date	Day Date	
Base Rate (includes use of one show office)	\$200/day					\$
Additional show office rental	\$25/event					\$
Ring 1	\$100/day					\$
Ring 2	\$100/day					\$
Ring 3	\$100/day					\$
Ring 4	\$100/day					\$
Ring 5	\$100/day					\$
Lunging Ring: Included with any other ring						
Grand Prix Ring	\$125/day					\$
Dressage Ring & Letters	\$50/ring/event					\$
¹ Full Service Dressage Ring & Letters	\$100/ring/event					\$
Booths	\$25/booth/event					\$
Judges Tower	\$20/event					\$
Stadium Jumps	\$100/event					\$
Concession Booth	\$50/day					\$
² Indoor Arena (160 x 72 feet)	\$300/day					\$

Grounds, Stabling and other Fees

For each item below, please note estimated number for *each day* of rental.

Grounds Fees	\$7 per horse per					\$
Stall Rental	day\$20/day					\$
Shavings	\$8.00/bag					\$
Tack Stalls	\$20/day					\$
³ Stall Cleaning Fee	\$27/stall					\$
Serviced Camping (limited to overnight security)	\$20/night					\$
Audio Connection Service Fee	\$20/day					\$
WiFi Service Fee	\$20/day					\$
⁴ Staff for extra site services (2 hours)	\$35/staff					\$
⁵ Tractor/trailer	Kubota - loader	\$60/event				\$
	Fuel	\$60/day				\$
Facility Upgrading Fee	\$3/horse/event					\$
	Total horses					\$

Estimated Grand Total \$

Post-Event Billing Report

The designated Event Liaison Officer (ELO) or Barn Manager must accompany the Equestrian Centre Manager during a final inspection (walk-through) of the barns at the end of the event. Following this inspection the final billing will be prepared by the Equestrian Centre Manager and must be signed by the ELO to indicate acceptance of all charges noted. A copy of the billing report will be given to the ELO. Applicable taxes will be added to all charges. Failure to participate in the final inspection (walk-through) and signing of the final billing report will result in levying of a \$50 charge. Negotiation regarding items billed will not be entered into once the final billing report has been signed by the ELO.

Additional Instructions/Requirements

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Booking Checklist

Have you:

- Designated an Event Liaison Officer (ELO)?
- Read the Terms and Conditions document and signed this form to indicate your acceptance of these?
- Put an Emergency Response Plan in place for the evacuation of all humans and equines from the site?
- Put an Emergency Response Plan in place for human and equine medical emergencies?
- Enclosed the \$300 damage deposit?

* Full service Dressage Ring fee includes take down and set up of rings by Centre staff

**The arena offered is the indoor arena at Birds Hill Park Ranch

*** Fee is for cleaning of stalls with no more than the equivalent of two bags of shavings. Stalls will be checked by Equestrian Centre personnel and the Event Liaison Officer at the end of the event. If additional cleaning is deemed necessary a surcharge of \$10.00 per stall will be charged. Event organizers are expected to keep a list of those buying additional shavings. **The stall rental fee does not include any shavings.**

**** 1/2 day prices are available - \$30/half day or less rental fee plus fuel \$30/half day or less

***** Audio and WiFi fees are new as of 2016 due to system upgrades.

***** Grounds Staff for Event Services, minimum 2 hour booking (under Facility Manager discretion & pre-booked prior to event)

Manitoba Horse Council Inc

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