



# Manitoba Horse Council Equestrian Facility BOOKING REQUEST FORM for 2020

Please complete *all* of the grey/shaded sections of this form. Careful completion of this form will ensure that you receive a prompt response to your Booking Request.

[Redacted] (hereinafter referred to as the Client) makes application to rent the Equestrian Facility (The Facility) owned and operated by Manitoba Horse Council Inc.

### Event Information

Name of Event: [Redacted]  
Date of Event: From: [Redacted] To: [Redacted]

### Contact/Billing Information

Name: [Redacted]  
Street Address: [Redacted]  
City: [Redacted] Province: [Redacted] Postal Code: [Redacted]  
Phone: [Redacted] Fax: [Redacted] Email: [Redacted]

### Competition Manager

Every event must have a designated Competition Manager as the main contact from the time of booking through the event and post event. The Competition Manager is required to be available on site during the event. The Competition Manager or designate must participate in the pre- and post-event walk-through inspections with the Facility Manager.

Name: [Redacted] Email: [Redacted] Phone: [Redacted]

Facility equipment and machinery may, on a limited basis, be booked for use by a qualified operator (see conditions on last page).

### 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 your confirmation of the details that all those responsible for the event agree to abide by the conditions.

The Competition Manager must contact the Facility Manager a minimum of one week prior to the event to confirm details.

Agreement to the terms and conditions for the use of the Equestrian Facility, outlined in the confirmation document.

Signed: [Redacted] Print/type name: [Redacted]  
The Client

### Confirmation of Booking by MHC

Upon acceptance of the booking, the Client and Competition Manager will be sent a signed copy of this agreement signed by the MHC. The Competition Manager will contact the Facility Manager, no less than ONE WEEK prior to move-in, to confirm details and changes.

Signed: [Redacted] Print/type name: [Redacted]  
MHC - The Facility



## Booking Checklist

Have you:

- Appointed a Designated Competition Manager? (and, if applicable, a Barn Manager)
- Read the Terms and Conditions document and signed this form to indicate your acceptance of the conditions?
- Have a formal Emergency Response Plan in place for the evacuation of all humans and equines from the site?
- Have a formal Emergency Response Plan in place for human and equine medical emergencies?
- Paid the \$300 damage deposit? A cheque should be submitted with the application.
- Designated the protocol regarding EIA and proof of negative Coggin's Test?

***For any date(s), the first confirmed booking will declare YES or NO for requiring proof of negative Coggins. Any subsequent bookings for the facility, on those same dates, will be subject to the policy determined by the first booking (including providing proof of Negative Coggins for each horse).***

**THE STALL CLEANING FEE OF \$27** is based on the recommend usage of two bales of shavings. It is expected that each rider will ensure that their assigned stall(s) are maintained by removing excess soiled shavings. Stalls will be checked by the Facility Manager and the Competition Manager or Barn Manager at the end of the event. At that time, a minimum surcharge of \$10.00 per stall will be levied for any stall left with an excess of soiled shavings or in a condition requiring additional labor for cleaning and sanitizing.

The Competition Manager will submit to the Facility Manager a summary of additional shavings issued. The stall rental fee does not include shavings.

### **CONDITIONS FOR EQUIPMENT USE AND RENTAL:**

- Labour Charges to book Facility Staff for equipment operation or unscheduled work, 3 hour minimum at \$18 per hour.
- Facility equipment and machinery may, on a limited basis, be made available for use by a qualified operator on the competition set-up crew.
- Charges will depend on the time and scope of the equipment use and whether Facility staff are required to assist.
- The Competition Manager must complete and submit both the signed Acceptance of Liability form (attached) and the projected date(s) and time(s) the equipment will be required.
- The Full Service Dressage Ring package includes set-up of rings by Facility staff.
- Copy of the Coach Levy Policy is attached and should be made available to any rider who does not have a designated coach who meets Sport Manitoba / MHC's Safe Sport requirements. See [www.manitobahorsecouncil.ca/coaching](http://www.manitobahorsecouncil.ca/coaching).

### **Manitoba Horse Council Inc**

145 Pacific Avenue

Winnipeg, Manitoba R3B 2Z6

Phone: 204.925.5719 Email: [mhc.exec@sportmanitoba.ca](mailto:mhc.exec@sportmanitoba.ca)

Fax: 204.925.5703