



EVENT INFORMATION	
Name of Event:	
Start date:	End date:
Sanctioned by:	
RESERVATION / DAMAGE DEPOSIT	
<p>A \$300 deposit must be submitted 90 days in advance to confirm your booking. The deposit will be applied as a credit to the final event invoice.</p>	
CONTACT INFORMATION FOR BILLING	
Name:	
Address	
City/Province/Postal Code:	
Phone:	Email:
SHOW MANAGER	
<p>Every event must have a designated Manager as the main contact from the time of booking through to completion. The Manager is required to be onsite during the event, is the primary point of contact, and must participated in the pre- and post-event walk-through inspections with the Facility Manager.</p>	
Name:	
Phone:	Email:
COGGINS / VACCINATION PROTOCOL	
<p>All horses entering the grounds must comply with Equestrian Canada regulation A519 and be vaccinated for Equine Influenza and Equine Herpes Virus (1 and 4) within six months (plus a 21-day grace period) prior to the competition. No horse may be vaccinated within seven days before arrival. Proof of vaccination must be available upon request.</p> <p>For each competition date, the first confirmed booking will determine whether proof of a negative Coggins test is required. Subsequent bookings on those dates must follow the policy set by the first booking, including providing proof of a negative Coggins for each horse.</p>	
Require Proof of Negative Coggins: YES NO	
POST-EVENT INSPECTION / BILLING	
<p>The Show Manager or designate must accompany the Facility Manager for a final walk-through of the barns at the end of the event, which is necessary for the final invoice. After this inspection, the Facility Manager will prepare a billing report for the Show Manager's signature, acknowledging all charges. Once signed, no changes can be made. Applicable taxes will be added to the final invoice.</p>	
BOOKING TERMS AND CONDITIONS	
<p>Your signature below indicates your agreement to abide by the terms and conditions of this agreement. The Show Manager agrees to contact the Facility Manager a minimum of one week prior to the start date of the event to confirm details</p>	
Signature:	Print Name:
FOR OFFICE USE ONLY	
<p>The Show Manager will be sent a copy of this agreement signed by the Executive Director of MHC to confirm the booking.</p>	
Signature:	Diane David, Executive Director



BOOKING CHECKLIST

- Appoint a designated Show Manager, Emergency contact, and if applicable, a Barn Manager.
- Read the Terms and Conditions document and sign the front of this form to indicate you will abide by the conditions.
- Certificate of Insurance for the event – please provide a copy to MHC
- Designate the protocol regarding EIA and proof of negative Coggin’s test.
- Pay the \$300 deposit.
- Provide MHC with a copy of your Emergency Response Plan for any medical emergencies (human and equine) that may arise as well as the evacuation of all humans and equines from the site. MHC requires contact information for the designated Emergency Response person at the show.
- Appoint a designated Overnight Security for the horses (camping) and designate a volunteer to supervise parking of vehicles and trailers.
- Provide contact information of key personnel to Facility Manager.

METHODS OF PAYMENT

1. Cheques made payable to Manitoba Horse Council Inc.
2. E-transfers are sent to mhc.office@sportmanitoba.ca
3. Credit Cards – Visa or Mastercard

Credit Card Number:

Expiry Date (mm/yy):

CSV:

Name of Cardholder:

Equestrian Facility – 30 Nimowin Road, Birds Hill Park
Facility Manager: Kelly Roe

Manitoba Horse Council Inc.
145 Pacific Avenue Winnipeg, MB R3B 2Z6
Phone: 204-925-5719 Email: mhc.exec@sportmanitoba.ca



RENTAL REQUIREMENTS

Except for the Facility Upgrading fee, all charges are subject to 5% GST applied to the final invoice.

RINGS AND FIXTURES

Please fill-in the appropriate columns to indicate which rings and items are required for each day of the event. For grounds fees, stalls, and shavings, please indicate the estimated number required for each day.

Item	Rate	Day 1 Date:	Day 2 Date:	Day 3 Date:	Day 4 Date:	Item Total
Base Rate	\$200/day					
Ring 1	\$100/day					
Ring 2	\$100/day					
Ring 3	\$100/day					
Ring 4	\$100/day					
Ring 5	\$100/day					
Ring 5 & warm up	\$150/day					
Grand Prix Grass Ring	\$150/day					
Grand Prix & warmup	\$200/day					
Grass warmup	\$100/day					
Dressage letters*	\$100/ring / event					
Officials' booth	\$25/event					
Judges Tower	\$100/day or \$150/event					
Canteen	\$50/day					
Water tank**	\$75/day or \$100/event					
					SUBTOTAL:	

*Dressage letters and fencing including set-up and strike

**Water tank includes delivery and pick up

GROUNDS, STABLING AND OTHER FEES

Item	Rate	Day 1 Date:	Day 2 Date:	Day 3 Date:	Day 4 Date:	Item Total
Grounds fees ¹	\$7/horse / day					
Stalls ²	\$50/horse / 1 st day/ \$20/horse thereafter					
Shavings ³	\$10/bag					
Tack stalls	\$25/day					
Serviced Camping ⁴	\$25/night					
Facility Staff	\$30/hr (min. 3hr)					
Facility Upgrade Fee	\$5/horse					
					ESTIMATE:	



GROUNDS, STABLING AND OTHER FEES

1. Grounds fees apply to horses in competition not using a barn stall
2. Stall rental does not include shavings. Stall cleaning is included in the \$50 fee for the first night. It is expected that each rider will ensure their assigned stall(s) are maintained by removing excess soiled shavings each day.
The Facility Manager will check stalls with the Show Manager and/or designate at the end of the event. The Show Manager will submit a summary of additional shavings issued during the event.
Owner must supply all feed.
3. Shavings - sold by the bag
4. Shows that run 2 or more days are required to have overnight security for the horses. There is a dedicated camping spot across from Barn A for this purpose.

CONDITIONS FOR EQUIPMENT USE AND RENTAL

Labour charges to book Facility staff for equipment operation or unscheduled work:
\$30/hour (minimum 3 hours)

Arrangements must be made with the Facility Manager for competition set-up. Only employees of Manitoba Horse Council shall operate MHC equipment and machinery.

MISCELLANEOUS ITEMS

Liquor Permits: If you are planning to sell or serve liquor at the show, you need a social occasion liquor permit. The show organizer is responsible for applying for the permit online at MyLGCA.ca. Before applying, please notify MHC of your plans for the event - there are restrictions as to where liquor can be served and to whom as well as requirement for Portapotties etc.

Food Trucks: must have a current permit from Manitoba Public Health. MHC charges \$100 per food truck onsite. No access to power.

Portapotties: occupancy requirements for events such as luncheons and receptions include appropriate number of toilets and hand washing stations. Contact Diane at 204-925-5719 to make these arrangements.

Equestrian Facility – 30 Nimowin Road, Birds Hill Park
Facility Manager: TBA

Manitoba Horse Council Inc.
145 Pacific Avenue Winnipeg, MB R3B 2Z6
Phone: 204-925-5719 Email: mhc.exec@sportmanitoba.ca