



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 Equestrianan 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.

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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