



Manitoba Horse Council Equestrian Facility BOOKING REQUEST FORM for 2019

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

Club or Association Name Here

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

Event Information

Name of Event:

Date of Event:

From:

To:

Contact/Billing Information

Name:

Street Address:

City:

Province:

Postal Code:

Phone:

Fax:

Email:

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.

Name:

Phone:

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 and to confirm details.

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

Signed:

The Client

Print/type name:

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:

MHC - The Facility

Print/type name:

Rental Requirements

With the exception of the facility upgrading fee, all charges are subject to 5% GST, applied to the final bill.

Rings, Booths and Jumps		Days and Dates				
Please fill-in the appropriate columns, to indicate which items and services you require and when. please use the number 1 (or other number, indicating how many are required) OR the number 0 (indicating NOT required) , in the column corresponding to the day.		Day	Day	Day	Day	Item Total
		Date	Date	Date	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: Inc. with any other ring						
Grand Prix Ring \$125/day						\$ -
Dressage Fencing & Letters \$50/ring/event						\$ -
Dressage Fencing & Letters Including Set-Up/Strike \$100/ring/event						\$ -
Booths \$25/booth/event						\$ -
Judges Tower \$100/day or \$150/event						\$ -
Stadium Jumps \$100/event						\$ -
Concession Booth \$50/day						\$ -
Water Tank (including Delivery and Pick up \$75/day or \$100/Event						\$ -
Grounds, Stabling and other Fees						
For each item below, please note estimated number for <i>each day</i> of rental.						
Grounds Fees ((horses in competition not using barn) \$7 per horse per day						\$ -
Stall Rental (does not include shavings) \$20/day						\$ -
Shavings \$9.00/bag						\$ -
Tack Stalls \$20/day						\$ -
Stall Cleaning Fee (See notes on last page) \$27/stall						\$ -
Serviced Camping (limited to overnight security) \$20/night						\$ -
Audio Connection Fee \$20/day Facility						\$ -
Facility staff for extra site services (min. 3 hrs) \$18.00 per hour						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Facility Upgrading Fee \$3/horse/event Total horses						\$ -
Estimated Grand Total						\$ -

Post-Event Billing Report

The Competition Manager or, if designated, the Barn Manager must accompany the Facility Manager during a final inspection (walk-through) of the barns at the end of the event. The Walk-Through is an important pre-requirement for the final billing. Following this inspection, the final billing will be prepared by the Facility Manager for signature by the Competition Manager, acknowledging all charges. A copy of the billing report will be forwarded to the Competition Manager. Applicable taxes will be added to all charges. Negotiation regarding items billed will not be entered into once the final billing report has been signed by the Competition Manager.

Additional Instructions/Requirements

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 Coggin's. 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 Coggin's 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.

Competition Managers are advised to ensure that only certified coaches may be present on the field of play. Copy of the Coach Levy Policy is attached and should be made available for any rider who does not have a designated coach or a person responsible, who meets Sport Manitoba / MHC's conduct requirements. See www.manitobahorsecouncil.ca/coaching.

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