

Manitoba Horse Council Equestrian Facility
2023 BOOKING REQUEST FORM



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

(the Client) applies to rent the Equestrian Facility (the Facility)
operated by Manitoba Horse Council Inc.

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.

Event Information

Name of Event:
Date of Event: From: To:
Event Sanctioned by: Biosecurity Rules

Contact/Billing Information

Name:
Street Address:
City: Province: Postal Code:
Phone: 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 with the Facility Manager.

Name: Email: Phone: (Cell)

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

Booking Terms and Conditions

Please read the terms and conditions of use carefully. Your signature (hardcopy or electronic) below indicates your agreement 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: Print/type name:
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: Print/type name:
MHC - The Facility

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

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.

Base Rate (includes use of one show office) \$200/day

Ring 1 \$100/day

Ring 2 \$100/day

Ring 3 \$100/day

Ring 4 \$100/day

Ring 5 \$100/day

Ring 5 and warm up (Ring 6) \$150/day

Grand Prix Ring only \$150/day

Both Grand Prix and Grass Warm Up \$200/day

Grass Warm Up Ring \$100/day

Dressage letters and fencing (incl. set up & strike) \$100 per ring per event

Officials Booths \$25/event

Judges Tower \$150/event or \$100/day

Canteen \$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 *each day* of rental.

Grounds Fees (horses in competition not using barn) \$7 per horse per day

Stall Rental (does not include shavings) \$20/day

Shavings \$10/bag

Tack Stalls \$25/day

Stall Cleaning Fee (See notes on last page) \$27/stall

Serviced Camping (limited to overnight security) \$25/night

Facility Staff: Extra site services (min. 3 hrs.) \$25.00 per hour

Days and Dates

Day Date Day Date Day Date Day Date Item Total

Facility Upgrading Fee

\$4/horse/event

Total horses

Estimated Grand Total Before GST

\$ -

Coggins/Vaccination Protocol

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).

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?

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. The Facility Manager will check stalls with the Competition Manager or Barn Manager at the end of the event. A minimum surcharge of \$10.00 per stall may 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. Shavings are not included in the stall rental fee.

CONDITIONS FOR EQUIPMENT USE AND RENTAL:

- Labour Charges to book Facility Staff for equipment operation or unscheduled work: 3 hours minimum at \$25 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.
- Any rider who does not have a designated coach who meets MHC's Safe Sport requirements should be provided with a copy of the Safe Sport Policy (included with booking package).

Manitoba Horse Council Inc

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Manitoba Horse Council Equestrian Facility Grounds Map

