

Equestrian Facility
Booking Request Form



Manitoba
Horse Council

EVENT INFORMATION	
Name of Event:	
Start date:	End date:
Sanctioned by:	
RESERVATION / DAMAGE DEPOSIT	
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.	
CONTACT INFORMATION FOR BILLING	
Name:	
Address	
City/Province/Postal Code:	
Phone:	Email:
SHOW MANAGER	
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 and must participated in the pre- and post-event walk-through inspections with the Facility Manager.	
Name:	
Phone:	Email:
COGGINS / VACCINATION PROTOCOL	
All horses being brought onto the grounds must follow Equestrian Canada regulation A519 and must have been administered Equine Influenza and Equine Herpes Virus (1 and 4) vaccinations within six (6) months (+21 days grace period) before arrival at the competition. No horse shall have received vaccination within seven (7) days prior to arrival at the event. Proof of vaccination must be available upon request. For any competition date(s), the first confirmed booking will declare YES or NO for requiring proof of negative Coggins. Any subsequent bookings, for those same dates, will be subject to the policy determined by the first booking (including providing proof of negative Coggins for each horse).	
Require Proof of Negative Coggins: YES	NO
POST-EVENT INSPECTION / BILLING	
The Show Manager or designate 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 prerequisite for the final invoice. Following this inspection, the final billing report will be prepared by the Facility Manager and signed by the Show Manager acknowledging all charges. Once the Show Manager has signed the billing report, there will be no changes or amendments. Applicable taxes will be added to the final invoice.	
BOOKING TERMS AND CONDITIONS	
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	
Signature:	Print Name:
FOR OFFICE USE ONLY	
The Show Manager will be sent a copy of this agreement signed by the Executive Director of MHC to confirm the booking.	
Signature:	Diane David, Executive Director



BOOKING CHECKLIST

- Appoint a designated Show Manager, 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.
- Have a formal 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?
- Appoint Overnight Security for the horses (camping).
- Certificate of Insurance for the event – please provide a copy to MHC
- Pay the \$300 deposit.
- Designate the protocol regarding EIA and proof of negative Coggin's test.

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

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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	\$20/horse / day					
Shavings ³	\$10/bag					
Tack stalls	\$25/day					
Stall Cleaning ⁴	\$27/stall					
Serviced Camping ⁵	\$25/night					
Facility Staff	\$25/hr (min. 3hr)					
Facility Upgrade Fee	\$4/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. Owner must supply all feed.
3. Shavings - sold by the bag
4. Stall Cleaning Fee - based on the recommended use of 2 bales of shavings. 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. Shavings are not included in stall rental fees.
MHC reserves the right to levy an extra fee (minimum \$10) for any stall left with an excessive amount of soiled shavings or in a condition requiring additional labour for cleaning and sanitizing.
5. Shows that run 2 or more days are required to provide 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:
\$25/hour (minimum 3 hours)

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 equipment use and whether Facility staff are required to assist.

Equestrian Facility - 30 Nimowin Road, Birds Hill Park
Facility Manager: Kelly Roe
Phone or text: 204-799-5941

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