

Moriac Equestrian Facility

APPLICATION TO HIRE FACILITY - INFORMATION

The Moriac Equestrian Facility is home to:

- Barwon Valley Pony Club (BVPC)
- Working Equitation Geelong (WEG)
- Western District Quarter Horse Association (WDQHA)

The 3 groups are collectively known as the Moriac Equestrian Facility User Group (MEFUG)

The hire of the grounds is dependent on:

- Availability & approval by BVPC Committee
- Payment of prepaid fees
- Supply of Insurance Certificate of Currency at time of application
- Supply of Risk Management Plan, Security Risk Assessment, Event Management Plan and, if necessary, Liquor Licence at time of payment prepaid fee
- Agreement to Conditions of Use

Application Process:

1. Application to Hire Facility is submitted to the BVPC Secretary either electronically or via mail for review by the BVPC Committee (on behalf of MEFUG). The application must also include a Certificate of Insurance Currency.
2. The Application is reviewed by the BVPC Committee and a response will be provided to the Applicant with 30 days of submission of the application. Any gaps identified within the application will be communicated to the Applicant including confirmation of the Prepaid Fee. If gaps are identified there will be a delay in the approval process.
3. If the facility hire is approved (pending payment & supply of required documentation), MEFUG will advise the Applicant and send an invoice to the Applicant for the Prepaid Fee
4. Upon receipt of the invoice, the Applicant will
 - a. Deposit Prepaid Fee into the MEFUG Bendigo Bank Account
 - b. BSB 633000 Account 154 602 726
 - c. Supply Risk Management Plan, Security Risk Assessment, Event Management Plan and, if necessary, Liquor Licence via email or mail
5. Once Prepaid Fee & required documentation is received the Applicant will be advised that the facility is booked & the event will be placed on the MEFUG calendar. NOTE: The booking will NOT be confirmed if ALL documents & payment have not been received.
6. A BVPC contact will be nominated to support the Applicant with the opening of the facility and provision of access to the equipment that has been hired.
7. Upon completion of the hire:
 - a. a review of the condition of the equipment will be conducted by the BVPC contact
 - b. The Applicant will provide the actual # of horses competing/participating & number of camp sites used, using the Post Events Form (including in this package)
 - c. The BVPC Treasurer will calculate the final invoice for the horses competing/participating, any campsites and any costs to repair damage that has occurred to equipment and/or the facility during the hire
 - d. The BVPC Treasurer will apply the Security Bond to the final invoice. The amount due is payable immediately. If there is an amount remaining from the Bond, this will be refunded to the Applicant.

Moriac Equestrian Facility

FACILITY HIRE - APPLICATION

Club/Group	
Contact Name	
Contact Phone	
Contact Email	
Event Name	
Date(s) of Proposed Hire	

✓	<i>Area of grounds requested - please tick what you are requesting</i>
	Large Dressage Arena (next to cemetery)
	Small Dressage Arena (next to Large Dressage Arena)
	Show Jumping Arena
	Large Dressage Arena (eastern side of grounds, below club rooms)
	Club Rooms, including kitchen facilities
	Car Park for purposes other than car parking (ie marquees, trade displays, etc.)
	Horse/Pony Yards
	Cross Country Course (at discretion of Barwon Valley Pony Club Committee based on condition of Cross-Country Course)

<i>Please tick applicable boxes & calculate prepaid fee</i>						
✓	Fee Schedule	# of Days		Daily Fee	Total	
	Grounds only (excluding XC) small clinic/rally up to 19 horses with qualified instructor		x	\$100	\$	
	Grounds only (excluding XC) Larger clinic/rally - 20 or more horses with qualified instructor		x	\$150	\$	
	Hire of Barwon Valley Pony Club Show Jumps (This will be BVPC's 2 nd set of jumps on the SJ trailer, not their jumps in the container storage)		x	\$50	\$	
	Hire of Barwon Valley Pony Club Dressage cones, bollards, blocks, etc.		x	\$30	\$	
	Cross Country Course		x	POA	\$	
✓		# arenas	# of Days	Daily Fee	Total	
	Hire of Barwon Valley Pony Club Portable Dressage Arenas	x		\$150	\$	
	Security Bond		1	\$150	\$150	
TOTAL PREPAID FEE =					\$	

Note: Back Numbers are not available for hire or loan. The Hirer must provide their own back numbers or require their participants to supply their own back number holders.

Moriac Equestrian Facility

FACILITY HIRE - POST EVENTS FORM

- *This form is to be completed within 3 days after an Event is held at the Moriac Equestrian Reserve*
- *Please send this form to the Barwon Valley Pony Club Treasurer at treasurer@bvpc.org*
- *Once the Security Bond has been applied any remaining amount payable will be invoiced to the Applicant for immediate payment*
- *If there is a portion of the Security Bond remaining, this will be refunded to the Applicant*

CLUB/GROUP	
EVENT	
EVENT DATE	
BANK AC FOR REFUNDS	

Confirmation of participating Horses & Camp Sites			
	Qty	Rate	\$ Total
# of horses		@ \$5	\$
# of campsites		@ \$10	\$
TOTAL =			\$

NOTE: *If the Prepaid Fee included hire for 19 or less and the # of horses was more, the fee will be adjusted accordingly. Vice versa if the original hire was for 20 or more and the event had less than 20 participants.*

Please advise if there were any issues that need to be reported for maintenance below:

Moriac Equestrian Facility

FACILITY HIRE – CONDITIONS OF USE

Failure to abide by any of these conditions may result in additional cost.

Daily hire:

- Refers to the day the facility is being hired
- Set up for the event may occur from 4pm the previous day and will be considered as part of the Daily Hire on the following day – this is to be coordinated with the BVPC contact
- During a Hire of the Facility, the grounds are considered closed to all other users
- Approval of the Facility Hire, does not permit event participants and/or spectators to ride at any other time other than the Day(s) stipulated in the Facility Hire

Condition of grounds:

- Grounds shall be returned in the same condition as hired
- All sand arenas shall be groomed
- Show jumps shall be packed up and returned onto the trailer and into the shed
- Yards are to be clear of manure and manure removed from the premise
- Car park free of manure and general rubbish
- Cross country (XC) course will not be used unless agreed to by the BVPC Committee and is dependent on the surface condition (i.e. wet). Any damage to the course or jumps will be repaired at the Hirer's cost.

Damages/Issues:

- Any damages to the grounds and/or equipment will be repaired at the Hirer's cost
- If the Hirer notices any maintenance issues (as opposed to damages) they may be reported on the Post Events Form

First aid:

- First aid is the sole responsibility of the individual or group that hire the grounds. BVPC and MEFUG take **no** responsibility whatsoever for the provision of first aid equipment and/or first aiders.
- The Hirer is to have a First Aid Kit for riders and a First Aid Kit for horses onsite during the hire of the facility
- The Hirer is to have a minimum of 1 First Aid officer on site during the event

Use of cars:

- Cars, floats, horse trucks and other wheeled equipment are only permitted in the designated car park areas (which are on the grass in front of the clubrooms).

Certificate of Insurance Covering the Event:

- Must be supplied to BVPC at the time of Application

Required Plans & Assessments – to be supplied when paying Prepaid Fee:

- Risk Management Plan
- Security Risk Assessment
- Event Management Plan
- Liquor Licence & RSA - BVPC does not hold a Liquor Licence. If required, evidence of the Liquor licence is to be supplied to BVPC upon request
- Note: Failure to supply these when paying the Prepaid Fee will delay confirmation of the hire of the facility

Attendees:

- The Hirer is responsible for the management, behaviour & safety of all attendees at the event, including participants, spectators, their friends and family members.

Emergencies:

- Should there be an emergency situation such as fire, etc., all event attendees shall follow the direction of the attending Emergency Services
- All emergency situations are to be reported to the BVPC contact as soon as practical

Disclaimer: Neither the organising committee of BVPC, WDQHA, WEG, MEFUG nor the PCV, AQHA or HRCAV accepts any responsibility (and/or related costs), whatsoever for any accident, damage, injury or illness to horses, riders, ground spectators or any other person or property.

I hereby agree to the above conditions:	
Contact Name	
Contact Signature	
Date	

The completed application form, with a copy of your Certificate of Insurance, is to be sent to the BVPC Secretary:

- C/- Moriac General Store, Moriac, Vic 3240;
- or electronically secretary@bvpc.org

You will be contacted regarding any supporting information that may be required, fees payable and status of the application.

Moriac Equestrian Facility

FACILITY HIRE - CHECKLIST

(to be completed by MEFUG Representative)

Document	Received Date	Reviewed, Approved, Sent Date
Application to Hire		
Certificate of Insurance Currency Covering the Event		
BVPC Approval or Rejection		
MEFUG Invoice issued		
Prepaid Fee		
Risk Management Plan		
Event Management Plan		
Security Risk Assessment		
Liquor Licence		
Booking Confirmed by BVPC		
Booking Posted on MEFUG Calendar		
Post Event Equipment & Facility Check		
Post Event Form completed & returned to Treasurer		
Final Invoice/Refund sent to Hirer		
Final Payment Received or Refund Paid		