

Please Note: This application is for park & facilities hire only. Major events may also require development consent and, if unsure, organisers should check with Camden Council

Hiring Organisation/Individual:	
Full Address:	
Name of Booking Representative:	
Full Address:	
Hirer/Representative's Business Hours Contact Phone:	
Mobile Number:	Email:
Event Name or Purpose of Hire :	
Date/s Required :	
Estimated No. of Competitors/Participants:	Estimated No. of Horses, if any:
Estimated No. of Spectators:	Estimated No. of Campsites:
Public Liability Insurance (\$20 million) Insurer (Name & Address) (not required for private casual bookings):	
Insurance Policy Number:	Evidence of insurance must be attached
Area/Pavilion Sought and any Special Requirements:	
I/We the hirer have read, understand and agree to comply with the Terms and Conditions of Hire for the Camden Bicentennial Equestrian Park.	
Name of Hirer Organisation/Individual :	
Name of Booking Representative (Print):	Title/Position :
Signed : _____	Date : __/__/__

Special Note – The Hirer is responsible for the preparation and maintenance of the grounds and improvements, as made available by this hire, to enable the safe conduct of their event; and shall take all reasonable precautions to avoid damage to park users, surfaces, facilities, services, and flora and fauna. Horses and non-pedestrian traffic must stay clear of the RSL Memorial Walkway, except for the sign posted crossings. All rubbish shall be removed, consumables replaced and damage over and above reasonable wear and tear shall be paid for by the Hirer. See also the attached terms and conditions which apply to this hire.

Approved on behalf of Committee:		Signature : _____		Date : __/__/__	
Office Use Only:	Insurance Rec'd:	Valid to:	Comments:		
Deposit Rec'd (50%):		Final Payment Rec'd:			
Key Issued:	Key No:	Key Returned:			
Bond Returned:		Amount :		Signature :	

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CAMDEN BICENTENNIAL EQUESTRIAN PARK HIRE CONDITIONS – Hirer to Keep

Notes on Fees and Charges

1. Fees and charges, which exclude GST, are for week-end and public holiday hire, unless specified in clause 2.
2. The week-end and public holiday full day, excluding Friday night Clubhouse and Pavilion hire, ground (g), horse (h), competitor (c) and clubhouse fees shown in the table are reduced by 25% for Monday to Friday (non public holiday) hirers, provided that where an event commences on a weekday and includes weekend day/s for its completion, the first day of that event shall be charged at the weekend rate. Where deemed appropriate, a 25% reduction may be applied to ground and horse fees of not for profit non-premier equestrian users.
3. Subject to the hirer accepting full responsibility for site and building routine maintenance, cleaning and removal of event generated waste for the period of hire, replacement of toilet and other consumables, ground (g), horse (h), competitor (c) and campdrafting fees are reduced by 50% of the week-end and public holiday full day fees for the 2nd and subsequent days in the one event, excluding the entertainment (circus) area.
4. The number of horses and/or camp sites shall be jointly agreed and certified on each occupied day, by a representative of the Hirer and the BEP Coordinator (or representative), by way of direct count and/or by referring to the Hirer's official records.
5. Exclusive use of the Park applies to the combined use of three (3) or more of the available arenas, viz, Campdraft/Rodeo, Multi-use, Polocrosse, dressage and pony club arenas or Cross Country Course.
6. Ground (g) fees include land area together with any associated open pavilions and toilets/showers, but do not include the hire of the clubhouse or camp sites.
7. One additional free day (total) per event is provided for ground preparation, setting up and/or removal of equipment and temporary facilities.
8. Financial adjustments for actual numbers at the event, or for replacement of consumables, cleaning or damage, to be settled by a reduction in the returnable bond and/or additional cash payment within 30 days of invoice.
9. Fees and Charges are subject to change as at 1 July of each year.

Terms and Conditions

1. All (non) casual hirers must hold current public liability risk insurance of not less than ten million dollars (\$20,000,000). A copy of the policy or a certificate of currency must be provided to the Committee's Booking Officer at the time of payment of fees, prior to the commencement of any activity on the Park.
2. Payment of 50% of the required fees, charges and bond, based on the estimated number of horses and camp sites, shall be made at least 7 days before the event, with the balance of the estimate to be received prior to the event. Any additional charges, such as due to actual horse counts, camp sites, and any other charges and/or damages incurred, shall be advised by way of an invoice to be paid by the Hirer within 30 days.
3. The bond will be returned within 30 days after the event, dependent on compliance with these terms and conditions. Damage, repairs and/or cleaning and waste removal charges incurred by the Management Committee shall be deducted from the Bond and any excess invoiced (to be included with the invoice referred to in item 2 above) for payment by the Hirer.

4. Activities conducted, areas and facilities used, and time the Park is occupied, must comply with the terms of hire. Any increases shall be paid for by the Hirer.
5. The Hirer acknowledges that the grounds are provided in 'as is' condition. It is not the responsibility of the Park Committee to prepare the grounds for events. The hirer shall inspect the grounds and improvements prior to their event and arrange for them to be prepared in a condition to suit the safe conduct of their event and to meet the requirements of their governing body and insurer.
6. The Hirer shall take reasonable precautions to avoid damage to park users, surfaces, facilities, services, and flora and fauna. Horses and non-pedestrian traffic must stay clear of the RSL Memorial Walkway, except for the sign posted crossings. All damage over and above reasonable wear and tear shall be paid for by the Hirer.
7. The Park and all camping areas, arenas and facilities hired must be left clean, tidy and in a usable condition, including dragging to remove or spread manure; otherwise the cleaning and waste removal charges and necessary repair charges shall apply. Hirers must provide their own bins and remove all rubbish, or bins may be hired from Council, inclusive of a disposal fee.
8. Council bins need to be ordered and paid for not less than one (1) week in advance of the event. Contact Camden Council (02) 4654 7777.
9. Hirers must abide by their governing bodies rules and regulations as well as these terms and conditions of hire. It is recommended that all horses using the grounds have current vaccination against the Hendra Virus.
10. There shall be no mistreatment of any animals or wildlife (feral, native or domesticated).
11. Authorised vehicles entering the Park must follow designated entry gates, access roads, parking areas, and comply with all reasonable instructions of authorised persons. A speed limit of 10 km per hour applies at all times.
12. The Hirer must have separate Police approval for the consumption of alcohol on the Park. This permit needs to be obtained from the Narellan Police Station. If alcohol is to be sold a temporary function license needs to be obtained through the Licensing Court.
13. The Hirer shall ensure that all buildings and enclosed areas are smoke free zones and no smoking shall be permitted within 4 metres of a pedestrian access point to a building.
14. The Hirer shall ensure that all Park boundary gates are kept closed and/or controlled during the event, and locked at the end of the event.
15. Firearms are strictly prohibited in the Park.
16. The Hirer shall notify the relevant emergency services immediately if there is any threat of danger to participants or the general public. The Hirer must also have an appropriate emergency response procedure in place for their event.
17. The Hirer shall report any accident to the Booking Officer (Contact 0438 467 871). A written Accident Report must be also submitted to the Coordinator, together with witness statements, within 48 hours of the end of the hire period.

Camden Council Bicentennial Equestrian Park Management Committee reserves the right not to accept a booking or to terminate a hire that it considers inappropriate or dangerous.

ADDITIONAL CONDITIONS FOR SEPARATE CLUBHOUSE/PAVILION HIRE

1. The Hirer must be 18 years of age or over to hire the facilities and sign the forms.
2. If alcohol is to be present at a function the NSW Police must be notified on the https://www.police.nsw.gov.au/online_services/party_safety/register_my_party website no less than 72 hours before the function.
3. Evidence of this notification must be provided to the booking officer
4. If you are having an 18th or 21st birthday party or function of that nature you will require at least one security guard for each 100 people participating in the function.
5. Private functions must not be notified or otherwise communicated to any public online social networking or similar site.
6. Keys may be collected from the Park Booking and Eventing Officer (contact 0438467871) when written confirmation of both security guard/s appointment and police notification are required together with payment of hire fee and bond a day or two before the event. They must be returned to the Park Coordinator soon after the event together with reports of any accidents, damage or problems with the event.
7. Ensure there is no smoking inside the premises and within 4 metres of any pedestrian access to the building or within the toilet facilities
8. Casual hirers are covered by Camden Council's public liability policy.
9. Notify Police immediately if there is any threat of trouble.
10. Buildings, toilets and adjacent grounds are to be vacated by 12.30 am and left clean and tidy, all toilet consumables replaced and all rubbish removed from the site. The hirer is responsible for ensuring that all guests behave responsibly and depart the facility quietly and are considerate of surrounding residents. All lights are to be turned off and buildings and gates locked.
11. Property damage is the hirer's responsibility including the cost of repairs to grounds, buildings, equipment and trees.

Signed as read and understood

Date : ___/___/_____

**Payments may be made by direct bank transfer on issue of invoice to
Camden Council Bicentennial Equestrian Park Committee
Commonwealth Bank BSB 062-516 account number 10209131**

