



**RIDING FOR THE DISABLED ASSOCIATION (NSW)
RAYMOND TERRACE & LOWER HUNTER CENTRE**

**PO Box 624
RAYMOND TERRACE NSW 2324
Phone: 4987 1402 Fax: 4987 1434**

RDANSW RT&LH CENTRE HIRE FEES & CHARGES

The following fees & charges are set by the Management of RT&LH Centre and will apply from 1st August, 2014 until further notice. Hire of RDA RT&LH facilities include and is dependent on the following

1. **Refundable Deposit of \$200** is payable on all Centre hire (except hourly hire of arenas)
- On inspection a cleaning fee of \$100 may be deducted.
2. **Function Room Hire** Includes: Kitchen facilities & Inside toilet amenities.
3. **Carriage Room Hire** Includes: A basic Kitchen facility & Outside toilet.
4. **Arena Hire & Camping** Includes: Use of toilets and showers
5. **Indoor Arena Hire** Dependent on RDA usage, and
- See "Arena Bookings & Conditions of Hire" for more information.
6. **Outdoor Arena Hire** Dependent on RDA usage, weather and/or ground conditions.
7. **For 2 or more Day Hire** Attracts a \$50 Discount per day

DATE(S) REQUIRED: _____

NAME and SIGNATURE: _____

Please tick (or indicate number of days, etc) hire required and return to Centre.....

HIRE REQUIREMENTS		FEE	Nº	<input checked="" type="checkbox"/>
Function Room - only	per day	\$300		
	per ½ day	\$180		
Carriage Room – only	per day	\$ 30		
	per ½ day	\$ 20		

Indoor Arena	per hour - sole usage (single rider only) with/out lights		\$28 / \$35		
	per hour - shared usage	Maximum 5 riders at a time. with/out lights	\$15 / \$20		
	per ½ day – 4 hours		\$130		
	per day – 8 hours		\$250		

Outdoor Arena	per hour - sole usage (single rider only)		\$ 17		
	per hour - shared usage	Max 5 riders at a time.	\$ 10		
	per ½ day		\$ 50		
	per day		\$ 80		

Covered Horse Yards	@ \$10 ea. per day	Number of Yards required.....	@ \$10		
Overnight Camping	@ \$15 per person	Number of People.....	@ \$15		

More Information: Centre's Caretaker, Phil Hudson, on 0249872332 or email caretaker@rdaraymondterrace.org.au



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**RDANSW RT & LH CENTRE – WORKSHOP/GROUP/SEMINAR
BOOKINGS, CONDITIONS AND AGREEMENT FOR HIRE – Page 1 of 5**

To be read in conjunction with the RDA RT & LH Centre Hire Fees & Charges

A –BOOKINGS

- **BOOKINGS:** must be made through our Caretaker, Phil Hudson - telephone: 49872332 or send an email to caretaker@rdaraymondterrace.org.au – please check our website calendar prior to booking to see availability. <http://www.rdaraymondterrace.org.au/>
 - Any telephone answering machine bookings will be confirmed by Caretaker.
 - Any issues in 1st instance please contact the Caretaker.

- **CANCELLATION OF BOOKINGS:**
 - Notification of cancellation to be made no later than 7 days prior to booked event.
 - Cancellations with less than 7 days' notice may result in forfeiture of the deposit unless alternate arrangements can be made.

- **PRIOR TO BOOKING :**
 - Ensure that RDA Caretaker has been notified of any changes to booking (e.g. cancellation, change of time required, yard hire etc)
 - A signed Hiring Agreement for each event has been completed and received by RDA prior to the event.
 - A copy of your Group Insurance Certificate to be provided once per year at the beginning of year covered by policy and will be held until yearly renewal required. The certificate is for Public Liability Insurance with a minimum of \$10,000,000.
 - Refundable Deposit has been paid

- **HIRE PAYMENTS:**
 - For daily/half daily hire, \$200 deposit to be paid directly to RDA Office on receipt of invoice.
 - Please provide details showing Date / Name / Contact number/ Invoice number & Payment amount.
 - If by mail send to RDANSW RT&LH, PO Box 624, Raymond Terrace, 2324.
 - If by Hand “**Post**” in ‘Correspondence’ slot in south wall of Mounting Area.

Continued....

RDANSW RT & LH CENTRE – WORKSHOP/GROUP/SEMINAR
BOOKINGS, CONDITIONS AND AGREEMENT FOR HIRE – Page 2 of 5

Hire payments continued:

- Payment by direct transfer can also be made to the following account.
BSB 805 022, Account 03374205, Riding for Disabled Association, Beyond Bank. A copy of the bank transfer receipt is to be placed in an envelope and posted as above or emailed to raymondterrace@rdansw.org.au

B – CONDITIONS OF HIRE

B1 ARENA

B1a) GENERAL INFORMATION

- **USING THE ARENA WITHOUT CARETAKER'S PRIOR KNOWLEDGE:**
 - No one is to use the arena without the caretakers knowledge prior to the session and
 - To do so, will compromise future use of RDA facilities

- **ARENA LIGHTING :**
 - Must be used at ALL times when riding in low to no light conditions. Fees are shown above.

- **EMERGENCY LIGHTING :**
 - Emergency Lighting is available at all times for un-mounted activities.
 - Riding is prohibited using emergency lighting only.
 - Emergency lighting is considered unsafe for normal riding in low light and no light conditions. Our insurance does not cover usage in these conditions. Full lighting **MUST** be used.

B1b) RIDERS'/HIRERS' RESPONSIBILITIES:

- **BEFORE USE :**
 - Ensure arena is well lit,
 - Check arena for any hazards, as per RDA WH&S requirements
 - Any hazard/problem contact Caretaker.
 - Feeding of horses in Tie-up or arena area **is not permitted.**
 - Riding helmets and flat hard heeled footwear **MUST** be worn.

- **ARENA RULES : (As per RT&LH Centre Policy & Procedures)**
 - Damage - any negligent damage to RDA RT&LH Centre facility or equipment is the responsibility of the hirer and repair costs will be recovered.
 - No smoking is allowed within the RDA facility.

Continued.....

RDANSW RT & LH CENTRE – WORKSHOP/GROUP/SEMINAR
BOOKINGS, CONDITIONS AND AGREEMENT FOR HIRE – Page 3 of 5

B1b) continued....

- NO Alcohol to be consumed unless authorization is obtained.
- NO Animals are to be unrestrained (including dogs) within RDA facility.
- Exception – legally recognized Assistance Animals have authorized access.
- Children under 18 are to be under the supervision of a responsible adult at all times.
- Horses:
 - To be under control at all times.
 - Maximum of five (5) horses to be worked at any one time, unless under the control of a qualified EA Instructor.
 - No jumping allowed in the indoor arena.

● **AT TERMINATION OF HIRE :**

- **Arena to be left CLEAN**
 - Droppings to be collected - wheelbarrow, buckets and flat scoop (to be used in arena) are provided. If not left clean future use of the facility may be placed in jeopardy.
 - Balance of Hire payments have been secured in envelope and 'posted' in the correspondence slot in the south wall of the mounting area.
- **Arena Lights**
 - Ensure **all** lights are off (including Emergency Lighting if used).
- **Arena Doors & Gates**
 - All gates to arena to be closed while horses are being ridden / worked.
 - Ensure **all** doors and gates are closed / secured as appropriate before leaving.

B2 FUNCTION ROOM AND ALL ASSOCIATED AMENITIES

● **Facilities**

- The building and immediate surrounds are **No running, No Jumping, No skateboarding** and **No Smoking** areas
- All facilities must be left clean and tidy.
- Children **MUST** be under supervision at all times.
- Safety, under WH&S Policy must be adhered to.

● **Function Room & Toilets:**

- Tables and chairs are to be lifted, not dragged, into place and are not to be removed from the room.
- Toilets are on a Septic System and are not to be used as a waste disposal.
- Nappies are to be placed in plastic bags and disposed of in the large outside bin.
- Bins are placed in toilets for disposal of items other than nappies.

Continued.....

RDANSW RT & LH CENTRE – WORKSHOP/GROUP/SEMINAR BOOKINGS,
CONDITIONS AND AGREEMENT FOR HIRE – Page 4 of 5

B2 continued

- **Kitchen:**
 - Children are prohibited from entering the kitchen unless supervised by an adult.
 - If using the dishwasher – full load only to be washed – a sign indicating whether contents are ‘Clean’ or ‘To be washed’ is in place on worktop above dishwasher.
 - Please replace washed crockery and cutlery in correct places.

- **At the end of the Day/Event:**
 - Ensure heaters, fans and lights are all turned OFF.
 - Lock or secure external doors and advise caretaker of departure.

- **Horse Yards/Horse Wash Bay:**
 - Use of Horse Yards by hirer’s horses is subject to availability and must be negotiated through the caretaker.
 - Use of the Horse Wash Bay is subject to availability of tank water.

- **Parking/Gates:**
 - Parking only in areas designated/directed.
 - Entrance Gates must be closed after entering and exiting the facility.

C DISCLAIMER:

- I acknowledge that the RDA RT & LH Centre’s Public Liability Policy does NOT cover my group whilst hiring and using the facility.
- I acknowledge that no responsibility for illness, damage/accident to riders, horses, spectators, animals or property is accepted by the Riding for the Disabled Association (NSW) Raymond Terrace and Lower Hunter Centre.
- I understand that hiring the outside arena is solely at my own risk. Use of the outside arena is dependent on the weather and ground conditions and may be cancelled by RDA RT & LH prior to, and including, on the day of hire. RDA RT & LH accepts no liability for loss of income or inconvenience which may result from said cancellation.
- I understand that the RDA RT & LH has the right to cancel bookings at any time if I have not met the above Conditions of Hire. I accept sole liability for loss of income or inconvenience resulting from said cancellation.
- I understand that the cancellations will be dealt with on an individual basis to safeguard property, individuals and livestock.
- No other interpretations will be read into the conditions of hire.

Continued.....

**RDANSW RT & LH CENTRE – WORKSHOP/GROUP/SEMINAR BOOKINGS,
CONDITIONS AND AGREEMENT FOR HIRE – Page 5 of 5**

D Hirer Information

I, the undersigned, agree to the above conditions A to C for the hire period:

From Date & time.....

To Date & time.....

Name of Organisation.....

Phone..... Mobile.....

Address.....

.....

Email.....

Signature..... (Group/Workshop/Seminar hirer)

Name..... (Block letters)

Date.....

Note 1: Any exemptions from the above must be negotiated with the Management Committee of RDA, RT & LH Centre. The caretaker will forward any such requests for review and confirmation.

Note 2: This page can be completed and returned by scanning and emailing it to raymondterrace@rdansw.org.au or by sending in the mail.