



## BENALLA SPORTS & EQUESTRIAN CENTRE VENUE HIRE TERMS & CONDITIONS 2023

### BSEC Facility hire - prior to the hire period the hirer must:

1. Pay a bond of 100% of hiring fee to secure your booking (max \$500). This bond is to ensure the grounds and amenities are returned in good condition as hired. (i.e. value of hire = \$500; bond = \$500).

**This bond will be refunded post-hire following approved facility inspection.**

2. Full payment of venue hire is payable in advance of your event, with the balance camping fees, facility fees, any additional costs and breakage etc) due within 14 days post the event.

3. **Event cancellations** - if an event is cancelled within 48 hrs of the scheduled event time, 50% of the event fees plus the bond will be retained by BSEC. Outside the 48 hours 25% will be retained.

4. Notify BSEC at least 5 days prior to an event of any 'extra' event requirements (see optional items on fees & charges list)

5. Supply BSEC a copy of your club/organisation's current insurance certificate

6. Provide BSEC with a completed risk management plan form (template provided) for your event – for events over 100 people

7. BSEC will send a tax invoice to the hirer for:

(a) the bond and hire fee on receipt of the completed booking form

(b) the balance of the hire fees (camping, facility fees, yards) at the completion of the hire period following notification of final numbers by the hirer

8. All users/hirers need to provide their own tea-towels, dishcloths and dishwashing liquid

9. All promotion and advertising should refer to the venue as the **Benalla Sports & Equestrian Centre**

### Fees

10. **Facility fees** - A facility fee of \$10 per horse per day (1 day events/clinics) OR \$20 per horse (multi day events – 2 days or more) is charged to all riders participating in an event. **After the event, the hirer must confirm the number of horses to the BSEC booking secretary with 3 days of the events.**

### General rules:

**RUBBISH – IT IS GREATLY APPRECIATED BY THE BSEC COMMITTEE OF MANAGEMENT THAT ALL RUBBISH BE PUT INTO THE COUNCIL BINS PROVIDED**

11. **Alcohol sales** - Any alcohol sales undertaken by the hirer must be in accordance with Vic government liquor licencing regulations in conjunction with BSEC rules. Information can be found at <https://www.vcglr.vic.gov.au/liquor/sporting-and-community-club/apply-new-licence/apply-liquor-licence>.

12. **Arenas** - all arenas used must be left in a clean state and must be clear of manure at the end of the event. Wheelbarrows and rakes are provided.

A cleaning fee will be charged and deducted from the bond if this is not adhered to.

13. **Camping** - competitors must book and pay the event organiser for the use of all powered and non-powered camping sites prior to the event.

14. **Catering and other on-site vendors** - all catering and other vendors must provide a certificate of currency for public liability insurance (minimum cover \$20,000,000) and the relevant required food handling permits. Copies must be provided to BSEC prior to the event **\*On-site vendors** are required to ensure that they do not have power leads exposed in a manner non-compliant with current OH&S requirements of safety regulations. **All catering undertaken at events (other than outside vendors) must be done in the Roy Hill kitchen which meets current health regulations.**

15. **Dogs** - dogs are permitted at the venue at the discretion of the organising club. Owners must clean up after their dog. Dogs must be restrained at all times. **DOGS ARE NOT ALLOWED INSIDE THE CLUBROOM BUILDING AT ANY TIME.**

**16. Equipment inventory** - an equipment inventory will be undertaken pre and post event by RTRB. The replacement cost of missing items will be charged to the hirer. Wheelbarrows, rakes and shovels are supplied as part of the equipment inventory.

**17. Grounds** - the grounds must be left neat and tidy with all rubbish and manure picked up and disposed of, and all facilities locked.

**18. Liability** - In using the facilities at the Benalla Sports & Equestrian Centre, hirers and users acknowledge that Raise the Roof Benalla Inc. accepts no liability for accidents related to horse transport, horse movement or horse riding. Hirers and users transport, handle saddle, participate with and ride at their own risk. **ANY ACCIDENTS, HAZARDS, RISKS OR DAMAGE TO THE VENUE MUST BE REPORTED IMMEDIATELY TO RAISE THE ROOF BENALLA INC.**

**19. Manure** - it is the rider's responsibility to remove and properly dispose of their horse's manure in the designated manure bay provided

**20. Multiple events** - BSEC reserve the right to conduct /run multiple events at any given time at the discretion of RTRB. Consideration will be given to all events and information regarding multiple events will be provided to hirers. BSEC reserve the right to accept or reject hire bookings.

**21. Noise levels** - no public address system is to be operated prior to 7am on any morning. PA systems are to be turned off by midnight on Fridays, Saturdays and any day preceding a public holiday. All other nights PA's must be turned off by 10pm. Music at night must be played at a reasonable level and must be turned off by midnight.

**22. Rubbish** - all rubbish must be disposed of in designated rubbish bins provided. Additional bins can be provided upon request. If a skip is required for large events this can be organised by prior arrangement with RTRB. The cost of any additional rubbish removal required after an event will be deducted from the bond paid.

**23. Toilets and showers** - toilets, showers and kitchen will be cleaned pre-event. Toilet paper and hand soap is provided. Please be conscious of water usage. We are in the country and on a septic tank system.

#### **Livestock rules:**

**24. POO! POO! POO! Must be cleaned up!** From arenas and around arenas. From driveways and walking tracks. All manure must be taken to the manure bay. Barrows and rakes are provided. **A collection fee will be charged and deducted from bond if this is not done properly.**

**25. Fenced Area** - all horses must be kept within in the designated fenced area.

**26. Power cords** - Horses can be tied to floats if they are under supervision however, they cannot be tied to vehicles using electrical power or in the powered camping sites

**27. Manure** - Horse manure in all camping areas must be cleaned up and taken to the manure bay provided. **NO MANURE IS TO BE DISPOSED OF UNDER TREES**

**28. Bedding** - BSEC requires that you use shavings or sawdust in your stable/yard. No straw is to be used for bedding. Bedding for stables and yards is to be supplied by the hirer/user or can be collected from the sawdust pile provided. After the event, all waste bedding and hay is to be removed and placed in the manure bays provided. **If yards/stables are left dirty a \$30 per yard/stable cleaning fee will apply.**

**29. Wash bays** - Wash bays are located near the stable block. Wash bays must be kept clean at all times. Manure is not to be left around the wash bays it is to be deposited in the manure bay.