

Waikato Equestrian Centre
 Pukete Road
 R D 8
HAMILTON 3288

Phone 0-7-849-6328
Fax 0-7-849-0981



Booking Number

Facility Hire Booking Form

Print or Type

Event Type [Ribbon Day, P.C Rally etc]	Open [To All] Closed [Members Only]	
Name of Club/Group		
Name of Secretary		
Name of Contact Person		
Address		
	Day	Night
Phone		
Fax		
Date Required [One form per Day/Event]	From	To
	Date Time	Date Time

Conditions

- It is the applicants responsibility to inform the Waikato Combined Equestrian Group of any changes to the above details or Equipment Required (See list on reverse side) in writing.
- Dogs only permitted if on a lead at all times.
- Breakages, Damage and Lost Equipment will be charged for. (Equipment Check List is on the reverse side of this form)
- Tractors are to operated by suitably qualified person only.
- Safety/Approved riding hats to be worn by any rider while mounted.
- All rubbish to be removed at the conclusion of the event.
- All Waikato Combined Equestrian Group's equipment is to be returned to the storages areas at the completeion of the event unless organised by the Waikato Combined Equestrian Group.
- Organisers to make all persons in attendance known of the following potential hazards.
 1. Open Drains, Water Toughs, The Waikato River, Cross Country Water Jumps, Riding Tracks along the River Bank, subject to Flooding, Debris, Soft or Slippery Ground, Low Tree Branches.
 2. Electric Fences, Machinery and Storage Buildings - Keep Out Unless Authorised
 3. Rabbit Holes, Sand Pit
 4. Other Livestock on the Waikato Combined Equestrian Group's Property
- Please complete all details and return to the above address. Note that incomplete details may result in delays in processing your booking.

I/We acknowledge the above conditions and agree to abide by them.

Signature	Club/Group Secretary	Contact Person

For Office Use			
Date Received		Approved/Declined	
Date Notified		Notified By	
Breakages		Fees Payable	

Waikato Equestrian Centre

Equipment

Arenas

		Number Required
Riverside Sand Arena	130m x 68m	<input type="checkbox"/>
Riverside Grass Arena ¹	240m x 85m	<input type="checkbox"/>
Hall Paddock - Grass	135m x 145m	<input type="checkbox"/>
Hall Sand Arena	63m x 27m	<input type="checkbox"/>
Western Riding Arena		<input type="checkbox"/>

Jump Stands

		Number Required
Trailer		1 <input type="checkbox"/>
Square Tripple Stands	1.2m Spread	2 <input type="checkbox"/>
Square Jump Stands		60 <input type="checkbox"/>
Cups for Square Stands		158 <input type="checkbox"/>
Round Jump Stands		37 <input type="checkbox"/>
Cups for Round Stands		78 <input type="checkbox"/>

Jump Poles

		Number Required
Trailer		1 <input type="checkbox"/>
Rustic Poles		60 <input type="checkbox"/>
Coloured Show Jumping		98 <input type="checkbox"/>

Jump Filler

		Number Required
Brush Fill - Brown	0.78m x 3.0m	2 <input type="checkbox"/>
Brush Fill - Brown	0.60m x 3.0m	1 <input type="checkbox"/>
Brush Fill - White	0.78m x 2.4m	2 <input type="checkbox"/>
Picket Fences - White	0.36m x 1.2m	6 <input type="checkbox"/>
Half Tractor Tyres - Waikato Colours		6 <input type="checkbox"/>
Reel Ends 4 White, 3 Red, 3 Yellow, 3 Blue	0.7m	13 <input type="checkbox"/>
Blue Drums	0.60 x 1.2m	6 <input type="checkbox"/>

Jump Numbers

		Number Required
Numbered Sets ²		2 <input type="checkbox"/>

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Equipment

Dressage Gear

			Number Required
Rope and Stand sets	60m x 20m	8	<input type="checkbox"/>
Letter Sets	60m x 20m	8	<input type="checkbox"/>
Arena Numbers 1-8		1	<input type="checkbox"/>
Picket Fences	0.4m x 1.8m	42	<input type="checkbox"/>
	0.4m x 1.0m	16	<input type="checkbox"/>
Pipe Arena	60m x 20m	4	<input type="checkbox"/>

Training Cross Country

		Number Required
Permanent Jumps		35 <input type="checkbox"/>

Novice Cross Country

		Number Required
Permanent Jumps		24 <input type="checkbox"/>
Mobile Jumps		5 <input type="checkbox"/>

Flags

			Number Required
Red	Right		58 <input type="checkbox"/>
White	Left		58 <input type="checkbox"/>
Yellow	Direction		12 <input type="checkbox"/>

Numbers & Letters

		Number Required
Jump Numbers 1-30 ³		3 <input type="checkbox"/>
Jump Letters A - C ³		3 <input type="checkbox"/>

Pens

		Number Required
Riverside Car Park		45 <input type="checkbox"/>
Hall Car Park		30 <input type="checkbox"/>

Wash Bays

		Number Required
Riverside Car Park		2 <input type="checkbox"/>
Hall Paddock		1 <input type="checkbox"/>

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Equipment

Miscellaneous

		Number Required
Back Numbers [Bibs 1 - 250]		250 <input type="checkbox"/>
Rubbish Bins with Liners		4 <input type="checkbox"/>
Tape Measures	100m	2 <input type="checkbox"/>
Coffee Cups		72 <input type="checkbox"/>
White Chairs		40 <input type="checkbox"/>
Trestles		2 <input type="checkbox"/>
Small White Tables		2 <input type="checkbox"/>
Tractors		2 <input type="checkbox"/>

		Number Required
Ropes & Tapes [Crowd Control etc]		3 <input type="checkbox"/>
Electric Fence Standards	White	51 <input type="checkbox"/>

			Number Required
Results Tent	3.0m x 9.9m		1 <input type="checkbox"/>
Public Address System [Mains & Battery]			1 <input type="checkbox"/>

Buildings

		Number Required
Hall with Kitchen ⁴	6.3m x 14.8m	<input type="checkbox"/>
Riverside Office ⁵	7.4m x 7.4m	<input type="checkbox"/>
Western Office		<input type="checkbox"/>

Toilets

		Number Required
Beside Hall		2 <input type="checkbox"/>
By Sand Arena		2 <input type="checkbox"/>

Riding School Complex ⁶

		Number Required
Sand Arena	70m x 30m	<input type="checkbox"/>
Pens		4 <input type="checkbox"/>
Stalls		14 <input type="checkbox"/>
Wash Bays		2 <input type="checkbox"/>
Toilets		1 <input type="checkbox"/>

¹ Jumping on this area is not permitted unless written permission is given.
² 1-12 3xA, 2xB, 1xC White on Red Cones
 1-12 3xA, 2xB, 1xC White on Blue Cones

³ 1-30 5xA, 4xB, 3xC Black on White ○
 1-30 5xA, 5xB, 4xC Yellow on Grey □
 1-30 5xA, 5xB, 5xC Green on Grey □

⁴ Electric Stove & Zip
⁵ LPG Stove/Oven
⁶ Use of these facilities require permission from the Riding School Manager.