

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

**PO Box 624
RAYMOND TERRACE NSW 2324
Caretaker 0493 526 290**

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

To be read in conjunction with the RDA(NSW) RT & LH Centre Hire Fees &

Charges A –BOOKINGS

- **BOOKINGS:** must be made through our Caretaker, Phil Hudson - telephone: 0493 526 290
 - Any bookings by message 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 \$20,000,000.
 - Refundable Deposit has been paid

- **HIRE PAYMENTS:**
 - For daily/half daily hire, \$300 deposit to be paid by direct deposit to confirm booking
 - Please provide details showing Date / Name / Contact number/ Invoice number & Payment amount.
 - Email to: raymondterrace@rdansw.org.au

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Hire payments continued:

- Payments by direct deposit to:
BSB 325 185, Account 03374205, Riding for Disabled Association, Beyond Bank. A copy of the bank transfer receipt to be emailed to: raymondterrace@rdansw.org.au
- [ALL ARENA HIRE TO BE PAID IN FULL PRIOR TO EVENT](#)

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 caretaker's 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 only.
 - 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.

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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 always under the supervision of a responsible adult.
- **Horses:**
 - To be always under control.
 - 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. No Manure to be placed in RDA skip bin.
 - **Arena Lights and Fans**
 - Ensure **all** lights/fans 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. Floors swept and rubbish disposed.
 - Any damage to the facilities must be reported to the Caretaker immediately.
 - Children **MUST** be always under supervision.
 - 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.

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B2 continued

- **Kitchen:**
 - Children are prohibited from entering the kitchen unless supervised by an adult. Only the electric urn is to be used.

- **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.
 - The area used will have all areas wiped down with antibacterial wipes to help prevent the spread of coronavirus

- **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.
- I have my own Covid Safe Plan in place to safeguard participants in my group and the staff and volunteers of the Riding for the Disabled Association (NSW) Raymond Terrace & Lower Hunter Centre.

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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.....

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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(NSW) RT & LH Centre. The caretaker will forward any such requests for review and confirmation.

Note 2: This document to be completed and returned including a copy of certificate of currency by scanning and emailing it to raymondterrace@rdansw.org.au