



**RIDING FOR THE DISABLED ASSOCIATION (NSW)**  
**RAYMOND TERRACE & LOWER HUNTER CENTRE**  
 PO Box 624  
 RAYMOND TERRACE NSW 2324  
 Caretaker: Phil Hudson 0493 526 290

**RDANSW RT&LH CENTRE HIRE FEES & CHARGES**

The following fees & charges are set by the Management of RT&LH Centre and will apply until 30.6.24  
 Hire of RDA RT&LH facilities include and is dependent on the following ....

1. **Refundable Deposit of \$300** 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: Inside toilet amenities and use of electric urn, with an additional \$100 Bond payable. Does not include use of Kitchen
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 for more information refer to "Arena Bookings & Conditions of Hire".
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 **for Indoor Hire only**

**DATE(S) REQUIRED:** \_\_\_\_\_

**NAME and SIGNATURE:** \_\_\_\_\_

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

HIRE REQUIREMENTS		FEE	N°	
Function Room - only	per day	\$250		
	per ½ day	\$165		
Carriage Room – only	per day	\$ 40		
	per ½ day	\$ 30		

Indoor Arena	per hour - sole usage (single rider only) without/with lights		\$40 / \$45		
	per hour - shared usage	Maximum 5 riders at a time. without/with lights	\$30/ \$35		
	per ½ day – 4 hours-lights an additional charge		\$180		
	per day – 8 hours-lights an additional charge		\$300		

Outdoor Arena	per hour - sole usage (single rider only)		\$25		
	per hour - shared usage	Max 5 riders at a time.	\$20		
	per ½ day		\$ 90		
	per day		\$ 120		

Covered Horse Yards per horse	per day/night	Number of Yards required.....	\$ 22		
Overnight Camping Per night	per person	Number of People.....	@ \$20		
Electricity per camping Unit	Per night	Number of nights.....	@ \$ 25		

**More Information:** Centre Caretaker - Phil Hudson 0493 526 290



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**RDANSW RT & LH CENTRE – INDIVIDUAL ARENA BOOKINGS &  
CONDITIONS AND AGREEMENT FOR HIRE**

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

**BOOKINGS**

- **BOOKINGS:** must be made through our Caretaker, Phil Hudson telephone: 0493 526 290
  - Any messages will be confirmed by Caretaker.
  - Any issues please contact the Caretaker
  
- **CANCELLATION OF BOOKINGS:**
  - Please phone more than one hour prior to session on day to be used.
  - Cancellation within the hour will incur the full booking cost.
  
- **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)
  
- **HIRE PAYMENTS:**
  - For all arena hire payment **MUST BE MADE BY DIRECT DEPOSIT**
  - Details showing Date / Name / Contact and Payment amount to be shown to Caretaker prior to use of Arena
    - Payment by direct transfer can be made to the following account

BSB 325 185, Account 03374205, Riding for Disabled Association, Beyond Bank. A copy of the bank transfer receipt is to be shown to Caretaker as above and emailed to raymondterrace@rdansw.org.au with details as noted above
  
- **INSURANCE:**
  - All individual riders are covered by the Centre's own insurance, for accidents/incidents caused by the centre facilities or staff/volunteers, but not for accidents/incidents caused by their own actions/inactions and they must complete the waiver acknowledging riding at own risk – section D this form.
  - A Signed Hiring Agreement, which is renewable annually on 1 January each year

**RDA RT & LH CENTRE – INDIVIDUAL ARENA BOOKINGS & CONDITIONS AND AGREEMENT FOR HIRE – Page 2 of 5**

**B – CONDITIONS OF HIRE**

**B1 INDOOR ARENA - 71m x 21m**

**B1 a) 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, insurance will be null and void and
  - To do so, will compromise future use of RDA facilities
  
- **ARENA LIGHTING:**
  - Must **always** be used when riding in low to no light conditions. Fees are shown on page 1.
- **EMERGENCY LIGHTING:**
  - Emergency Lighting is always available 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 WHS 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.
  - **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 always to be under the supervision of a responsible adult.

## **RDA RT & LH CENTRE – INDIVIDUAL ARENA BOOKINGS & CONDITIONS AND AGREEMENT FOR HIRE – Page 3 of 5**

- 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. Allowed in the outdoor arena if conditions are suitable (Caretaker's decision final)
- **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 horse manure to be placed in skip bin.**
    - Hire payments have been secured in envelope and 'posted' in slot.
  - **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.
- **NOTE: RDA VOLUNTEERS.....**
  - When there are no paid bookings, regular, active helpers, who have a current FULL MEMBERSHIP of RT&LH Centre (themselves only) are eligible to have free use of the arena (excluding lights) on a shared basis of use only, and on the condition that the arena is left clean. Twenty-four (24) hours' notice is to be given to the Caretaker.
  - **HOWEVER....** If sole usage is required, the usual hiring fee per hour is payable.

### **B2 ASSOCIATED AMENITIES**

- **Toilets:**
  - 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.
- **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 or as directed.
  - Entrance Gates must ALWAYS be closed after entering and exiting the facility.

**RDA RT & LH CENTRE – INDIVIDUAL ARENA BOOKINGS &  
CONDITIONS AND AGREEMENT FOR HIRE – Page 4 of 5**

**C   DISCLAIMER:**

- I acknowledge that the RDA RT & LH Centre's Public Liability Policy does cover me whilst hiring and using the facility if I follow the conditions outlined above. Especially note Section A Insurance.
- 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.

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**RDA RT & LH CENTRE – INDIVIDUAL ARENA 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 of 1 January 2024 to 31 December 2024 and acknowledge that I am riding at my own risk.**

**Name**.....**Phone**.....

**Address**.....

.....

**Email**.....

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I will be receiving paid coaching during arena usage: **Yes/No**

**Signature**..... (Individual hirer or Guardian if under 18 years)

**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 page can be completed and returned in person, or by emailing it to [raymondterrace@rdansw.org.au](mailto:raymondterrace@rdansw.org.au)