



## Riding for the Disabled Association (N.S.W.) Raymond Terrace & Lower Hunter Centre

Address: 3219 Pacific Highway, Raymond Terrace, NSW, 2324  
e-mail: [raymondterrace@rdansw.org.au](mailto:raymondterrace@rdansw.org.au) Website: [www.rdaraymondterrace.org.au](http://www.rdaraymondterrace.org.au)  
Caretaker Phone Number: 0466 490 325



# ARENA HIRE AGREEMENT - INDIVIDUAL

## CENTRE HIRE FEES & CHARGES

Hire of RDA RT&LH facilities include and is dependent on the following...

- Arena Hire** Includes: Use of outside toilet
- Indoor Arena Hire** Dependent on RDA usage, and for more information refer to "Arena Bookings & Conditions of Hire".
- Outdoor Arena Hire** Dependent on RDA usage, weather and/or ground conditions.

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

NAME & SIGNATURE: \_\_\_\_\_

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

### Indoor Arena:

		No	Total
per hour – per person (Shared with up to 4 other riders)	without lights	\$30	
	with lights	\$35	
per ½ day – 4 hours	(lights an additional charge)	\$180	
per day – 8 hours	(lights an additional charge)	\$300	
Charge per lighting per hour		\$5	

### Grassed Outdoor Arena:

		No	Total
per hour	(Shared with up to 4 other riders)	\$20	
per ½ day	(Daylight Only)	\$90	
per day	(Daylight Only)	\$120	

### Covered Horse Yards:

Covered Horse Yards:					No	Total
per horse	(Whole or part day)	Per day / night	No. Yards required:		\$22	

**More Information:** Centre Caretaker - Phil Hudson on 0466 490 325



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## **CONDITIONS AND AGREEMENT FOR HIRE**

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

### **A – BOOKINGS**

- 1. BOOKINGS:** must be made through our Caretaker, Phil Hudson - mobile: 0466 490 325
  - Any messages will be confirmed by Caretaker
  - Any issues please contact the Caretaker
- 2. 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.
- 3. PRIOR TO BOOKING:**
  - Ensure that RDA Caretaker has been notified of any changes to booking (eg. cancellation, change of time required, yard hire, etc)
- 4. HIRE PAYMENTS:**
  - For ALL arena hire, payment **MUST BE MADE VIA DIRECT DEPOSIT**
    - Payment reference of “ARENA HIRE”, Hirer’s name and Date of Hire
    - Direct transfer payment is to the following account:  
BSB: 325 185  
Account No: 03374205  
Account Name: Riding for Disabled Association, Beyond Bank.
  - A copy of the bank transfer receipt is to be emailed to [accounts@rdaraymondterrace.org.au](mailto:accounts@rdaraymondterrace.org.au)
  - Details showing Date / Name / Contact and Payment amount to be shown to the Caretaker prior to use of Arena
- 5. 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 of this form.
  - Each rider must sign a Hiring Agreement, which is renewable annually on 1 January each year.



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## **CONDITIONS AND AGREEMENT FOR HIRE**

### **B – CONDITIONS OF HIRE**

#### **B1 INDOOR ARENA – 71m x 21m**

##### **B1 a) GENERAL INFORMATION**

###### **1. 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

###### **2. ARENA LIGHTING:**

- Must **always** be used when riding in low to no light conditions. Fees are shown on page 1

###### **3. EMERGENCY LIGHTING:**

- Emergency Lighting is automatic for evacuation and dismounting 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.

##### **B1 b) RIDERS'/HIRERS' RESPONSIBILITIES:**

###### **4. 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

###### **5. 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
- No jumping or barrel racing in the arena



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## **CONDITIONS AND AGREEMENT FOR HIRE**

### ➤ 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 or barrel racing allowed in the indoor arena. Allowed in the outdoor arena if conditions are suitable (Caretaker's decision final)
- All gates to arena to be closed while horses are being ridden / worked

## **6. 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 or thrown into the paddocks**

### ➤ **Arena Lights**

- Ensure **all** lights are off

### ➤ **Arena Doors & Gates**

- Ensure **all** doors and gates are closed / secured as appropriate before leaving

## **7. 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**

### **1. 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

### **2. 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

### **3. Parking/Gates:**

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



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### **CONDITIONS AND AGREEMENT FOR HIRE**

#### **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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### **CONDITIONS AND AGREEMENT FOR HIRE**

#### **D – HIRER INFORMATION**

I, the undersigned, agree to the above conditions A to C for the hire period of 1 January 2025 to 31 December 2025 and acknowledge that I am riding at my own risk.

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Suburb:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Postcode:** \_\_\_\_\_

**Email:** \_\_\_\_\_

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, 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 [caretaker@rdaraymondterrace.org.au](mailto:caretaker@rdaraymondterrace.org.au)