



# Wellington Group

## New Zealand Riding for the Disabled

### Terms and Conditions of Hire:

1. Any individual or club responsible for hiring the facility (the Hirer) is also the party responsible for paying Wellington RDA for that hire.
2. It is NZRDA policy that riding helmets must be worn by ALL RIDERS whilst using any RDA facility. Helmets must be compliant with current safety standards. THERE ARE NO EXCEPTIONS TO THIS RULE.
3. All facilities will be presented to you in a clean and tidy fashion. You are expected to leave them as you find them, clean of manure and rubbish, dishes washed, dried and put away, power points turned off etc. A brush, mop and bucket will be available for kitchen hirers and manure bucket and shovel for arena users. All rubbish to be removed from grounds.
4. Take any leftover hay or manure with you from around your truck or float.
5. NO HAY IS TO BE FED IN THE ARENA
6. Any breakages must be reported to Wellington RDA management and repaired or replaced by the Hirer to the satisfaction of Wellington RDA management. Please call 04 237 5550 or 027 235 8702 to report any damages.
7. Any damage to the premises, arena surface or equipment during the event is the financial responsibility of the Hirer. Wellington RDA will complete any repairs and the Hirer will be responsible for the payment of these repairs.
8. Hirers will be responsible for any insurance excess if Wellington RDA has to make a claim as a result of damage.
9. There is to be no use of fastenings or tape that will mark painted surfaces. Any external banners or signage must be approved by Wellington RDA.
10. WE will not accept responsibility or liability in respect of any damage to or loss of property or merchandise left in the venue prior to, during or after the event. Wellington RDA will not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or act of God or other event or circumstances which may cause the venue to be temporarily closed or the hiring interrupted or cancelled.
11. The confidentiality of codes and the security of the key provided to access the facility is the responsibility of the Hirer at all times. If the key is lost the Hirer will pay for the key to be replaced and potentially to change the locks.
12. Switch all lights off when leaving.
13. Children must be supervised by an adult at all times. The Hirer will be responsible at all times for the proper control of spectators, competitors and all persons while the facility is being hired.
14. We are on a Regional Park please respect the Park, the Public and the Farm at all times.
15. In the event of an animal being euthanized on the property its body must be removed.

16. All animals are to be treated in accordance with Animal Welfare requirements at all times. Abuse will not be tolerated.
17. No Smoking on the premises
18. No alcohol on the premises
19. No Glass is to be taken into the arena
20. NO DOGS AT ANY TIME – NOT EVEN IN VEHICLES.
21. There is no onsite camping. The Park does have a campground with basic facilities that you can pay to camp in that is a 5 min walk away.
22. Some parking is available near the arena but you may be required to park in the Dell if this is full and walk your horses up.
23. Wellington RDA will not accept any responsibility or liability in respect of any damage to or loss of property
24. Wellington RDA will not be held responsible for any injury or illness which may occur to you or your horses while on RDA premises
25. The hirer will be responsible for providing their own first aid kit for their hire and if it is a public event, ensuring they have adequate and appropriate Health and Safety and Risk and Event Plans in place.
26. The hazards relating to this arena and surrounding area are noted and displayed accordingly. Please ensure you take the time to read the notices and ensure course participants are made aware of the hazards.
27. Please do not use the wash down pad without prior permission.
28. Stalls and stables are only available for use if hired. Stalls are not available for overnight hire. Grazing may be available but is at the discretion of Wellington RDA and cannot be guaranteed. All manure ,bedding and rubbish must be removed by the Hirer and the site left in the same state it was found.
29. Payment is by direct debit or cash. Our bank account is 02 0536 0015390 00 using your name and date of hire in the reference fields.
30. Cancellations must be in writing within 5 days of the booking. A cancellation fee will be at Wellington RDA's discretion.
31. Any commercial hires must confirm their booking in writing 10 days before the booking commencement and ensure all set up requirements or needs are notified to Wellington RDA. The Hirer shall pay the cost of any special equipment and instillation and removal of such. Only persons approved by WRDA shall carry out any install or removal. Adequate insurance cover must be in place.
32. The Hirer (if applicable) must be aware of their obligations under the Health and Safety at Work Act 2015.
33. The Hirer will not sublet the venue or any part of it without WRDA consent
34. Lights are available and included in the hireage fee.

The agreed cost for your hire/event is \$\_\_\_\_\_

I agree to the terms and conditions for hire of the Wellington RDA Arena as outlined above.

Signed for and on behalf of the Hirer:

**Signed**

**Name**

**Position**

**Company**

**Phone number**

**Email**

**Date**

**HIRE RATES: (incl GST)**

Casual Hire \$20 per horse per hour

Practice Days/Le Trec etc \$20 per horse (minimum charge being the half or full day rate)

Clinicians or Demonstrations \$150 half day or \$300 full day hire

Stalls \$10 per horse per day

Paddocking \$5 per night (if available) and camping available at the Battle Hill Regional Park Campsite \$8 per night per adult.

Hireage includes lights.

Use of Classroom/function room, kitchen, and stabling available on enquiry.