**Hire List for Equestrian User Groups**

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| **User Group Name** |  |
| **Hire date/s** |  |
| **User Group contact person’s name and cellphone details** |  |

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|  | **Requirements** ***(ie tick)*** | **Quantity*****(number required)*** | **Per Day****$****GST incl.** | **User Group confirmation prior to event** ***(tick and sign at base of document)*** | **Checklist for Caretaker** ***(sign off prior to event)*** |
| **Main Ring** |  |  | 5/d/h |  |  |
| **SEPT Arena for competition use** |  |  | 5/d/h |  |  |
| **Dog Trial Paddock** |  |  | 5/d/h |  |  |
| **Hunter Ring** |  |  | 5/d/h |  |  |
| **Events Office** |  |  | N/C |  |  |
| **South Green *(by liaison as weather dependent)*** |  |  | N/C |  |  |
| **Main Ring Seating** |  |  | N/C |  |  |
| **Under Grandstand for administration purposes** |  |  | N/C if kitchen used |  |  |
| **Kitchen Facility under Grandstand** |  |  | 57.50/day |  |  |
| **Seating Facility under Grandstand** |  |  | N/C if kitchen used |  |  |
| **Truck Parking****(beside Arena)*****Wet weather: All wheels on gravel*** | ***Back in*:** |  |  |  |  |  |
| ***Drive in:*** |  |  |  |  |  |
| **Number of Yards** |  |  | 10/ weekend |  |  |
| **Number of Horse Boxes** |  |  | 25/ weekend |  |  |
| **Toilet blocks** |  |  | N/C |  |  |
| **Wheelie bins** |  |  | N/C |  |  |
| **Wheelbarrows** |  |  | N/C |  |  |
| **Manure forks** |  |  | N/C |  |  |
| **Hokonui Pavilion and Kitchen facility *(by mutual agreement between tenant and landlord).*** |  |  | 172.50per day |  |  |
|  **Arena Hire for casual usage**  |  |  | 10/h/day |  |  |
| **Arena Hire for outside Clinic use per horse** |  |  | 10/h/day |  |  |
| **Ring 3 SJ gear for Clinic Use** |  |  | 5/h/day |  |  |
| **Gates operational** |  |  | N/C |  |  |

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| **Signature/Date/Time:****User Group contact and Caretaker:** | Date and time:……………………………… | Signature - User:……………………………… | Signature - Caretaker:……………………………… |
| **Sign off:** **Caretaker satisfaction following Hire:** | Date:……………………………… | Signature - Caretaker:………………………………… |