



Egmont A&P Association

Burnside Ave - Po Box 29 – Hawera - P 06 278 8613 – www.egmontshowgrounds.org.nz -
egmont.ap@xtra.co.nz

SHOWGROUNDS FACILITIES BOOKING FORM

Please note you or your group must be a financial member of the organisation to hire the facility - \$35.00 per year

This form is to be completed and returned to the Executive Officer office@egmontshowgrounds.org.nz, at the time of booking and updated with final details within 1 week of the use of any Egmont Showgrounds facility.

Venue Hirer (Organisation):	
Contact Person:	
Position in organisation :	
Contact Details:	Phone:
	Email:
Booking Dates	FROM: Date/Time
	TO: Date/Time
Event (or reason for hiring)	

1. I have read and agree to the Egmont Showgrounds Terms and Conditions of Use
2. I confirm that I / our group or organisation has an active and compliant Health & Safety policy / programme.

Date:

Signature:

Booking Form Contd:

- Please complete your booking by filling in the 'Estimate' Column on the following page. This will ensure we reserve all the facilities you require.
- At the end of the event please complete the 'Actual' Column to let us know what your actual use was to ensure we invoice you correctly.

Facilities:	Rate:	Estimate (days/users/hours)	Actual (days/users/hours)
OVAL	\$300 / day		
BURNSIDE GRASS	\$155 / day		
CROSS COUNTRY COURSE	\$155 /day		
PONY CLUB PADDOCK	\$100 / day		
SAND ARENA	\$65 /day \$6 /horse/hour		
TSB CENTRE	\$460 /day \$50 / hour \$19 /horse/hour		
Set/up Breakdown days	\$140 /day \$70 / half day		
STABLES/COVERED YARDS	\$15 /day/night		
UNCOVERED YARDS	\$10 /day/night		
OFFICE	\$110 / day		
PATRONS CONFERENCE ROOM	\$160 / day \$22 / hour		
PRESIDENTS EXPO HALL	\$220.00 /day		
EXPO HALL Kitchen/Theatre Area Kitchen Only (per day) Kitchen Only (Per 2 hours) Kitchen Only (per hour)	\$160.00 /day \$100 /day \$ 38 / 2 hours \$22 / hour		
RDA BUILDING	\$ 60 / day \$ 90 / 2 days \$120 / 3 days		
RDA PADDOCK	\$60 /per day		
CAMPING – With Power per truck CAMPING - Without Power per truck	\$18 / day \$12 / day		
RUBBISH – charge per skip use including emptying	\$105 each		

SURVEY DATA REQUIRED

Please complete and return the following with your actual usage details on the previous page.

Please note, we are a not for profit organisation and are required to report on how the showgrounds are used by the community and further afield – the information gathered about your event helps us to capture a snapshot of how we benefit the community as a whole.

Thank you for taking the time!

Number of Competitors	
Number of Competitor Support People ie friends/family	
Number of Volunteers/Officials and Organising Committee	
Estimated number of people that stayed at the Venue	
Estimated number of people that stayed at friends/family	
Estimated number of people that stayed at a motel/ campsite	
Average total nights each person stayed in Hawera	
How many people were from 1 Hawera 2 The rest of Taranaki 3 North Island 4 South Island 5 International visitors	

1. All user groups must adhere to the Egmont A&P Association's Health & Safety policy. A copy of which is available at the Egmont A&P office.
2. User groups must hold their own public liability insurance.
3. Both Burnside and Williams Avenue gates must be locked at night.
4. The Hawera Ambulance service has a key to all gates.
5. Venue keys can be collected from the Hospital Store.
6. All users of the venue must park in the truck park behind the TSB Centre, not on the grass in front of the TSB Centre, oval or sand arena unless otherwise arranged.
7. Parking is prohibited in the TSB Centre and the RDA Paddock.
8. The Egmont A&P Association strongly recommend the use of an approved safety helmet for all persons mounted or working with equines. The Egmont A&P Association accepts no liability for injury to persons not wearing an approved safety helmet in an equine accident.
9. TSB Centre hireage includes the building, lighting, ablution block and parking only.
10. TSB Centre price does not include any surface preparation other than watering and harrowing prior to the event, requirements further to this must be discussed with the Egmont A&P Association and further costs may be incurred.
11. Hireage includes the TSB Centre being groomed once per day, any further groomings by Egmont A&P staff will incur a cost of \$50 per groom.
12. Set up/break down days for your event must be booked in at time of booking or must be done the day of your event.
13. If TSB Centre lighting is not switched off by the hirer and left on overnight a fee of \$100 will be added to the hireage invoice.
14. If outdoor sand, grass surface or other buildings are required they must be booked in conjunction with the TSB Centre.
15. RDA rooms if booked to be left in clean and tidy state.
16. All caravans/campers must be plugged into caravan power sites on Burnside grass and sideshow alley it contravenes the organisations Health & Safety regulations for any vehicle to be plugged into power sockets in the ablution block/RDA or Jersey rooms.
17. The individual or organisation hiring the venue must be a financial member of the Egmont A&P Assn.
18. Accurate Horse/Stabling/Camping figures must be provided to the Egmont A&P Association post event for invoicing.
19. It is the organisation or individual hiring the venues responsibility to collect all fees from competitors and participants.
20. One payment per booking.
21. Any changes in surface requirements will be carried out by the Egmont A&P Association and any costs incurred will be on-charged to the user group or individual.
22. Stallions 2 years and older must be accommodated in a stable and may not be tied to a truck or float
23. It is the responsibility of the organisation hiring the venue to ensure yards/stables/TSB Centre and grass areas are left clean.
24. If stables/yards are not left cleaned the hiring organisation will be charged a cleaning fee of \$10 per yard or stable and/or \$50 for the TSB Centre or grass areas.
25. User groups will be invoiced for rubbish collection at a rate of \$105 per skip or part thereof.
26. The Egmont A&P Association accept no liability for loss or damage of visitors property on the Egmont Showgrounds.