

NORTHERN SADDLE CLUB – GROUNDS RENTAL FORM (revised Feb 2011)

Box 431 Smithers, BC V0J 2N0 www.northernsaddleclub.com

Thank you for your interest in renting the Northern Saddle Club (NSC) Grounds. The NSC grounds consist of six outdoor riding rings (excluding the rodeo arena), the indoor arena and three barns.

Name of Organization: _____

President's Name: _____ Phone Number: _____

Contact Name: _____ Phone Number: _____

Contact Name: _____ Phone Number: _____

Mailing Address: _____

Date of Rental: _____ to _____, 20____

Please check what you would like to rent:

Full Grounds Rental

Includes all Arenas & NSC areas - \$100/day

Damage Deposit - \$1000 \$ _____

Arena Rental (circle arenas you would like to use)

Indoor Arena / Main Ring / Jump Ring / Dressage Ring / Driving Ring

Fee is \$50/day per Arena \$ _____

Damage Deposit per Arena - \$200 \$ _____

Jumper Warm-up and Main Ring Warm-up are free to use

Barns: Barn A / Barn B / Barn C

Clean Stall Deposit per Barn - \$200 \$ _____

Stalls are \$10/night – fees due within 10 days after your rental

See separate form for remitting Stall Fees

Estimated Number of Stalls Needed: _____

Equipment: Show Jumps / Concession / Main Office

Rental per item above - \$25/day \$ _____

Damage Deposit per item above - \$100 \$ _____

Power Hookups:

Rental per day - \$20/day \$ _____

For use of power at barns, arena or show office

Damage Deposit - \$100 \$ _____

TOTAL DAMAGE DEPOSIT (dated the first rental date, separate cheque) \$ _____

TOTAL RENTAL AMOUNT (dated the first rental date, separate cheque) \$ _____

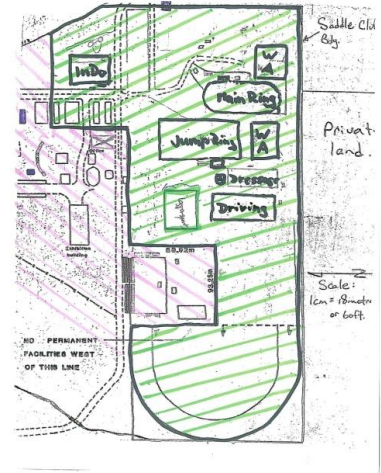
Cheques can be made payable to Northern Saddle Club and mailed to Box 431, Smithers BC V0J 2N0.

NOTE: The damage deposit cheque, the 2 page rental NSC agreement and the rental cheque must be received by the NSC one month prior to your event or all rental fees are doubled. Renters must also fill out a Town of Smithers Fall Fairgrounds Event Request Form. See policy 1 and 2.

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Rental Policies

1. The damage deposit cheque, the 2 page rental NSC agreement and the rental cheque must be received by the NSC one month prior to your event **or all rental fees are doubled.**
2. Renters must also fill out a Town of Smithers “Fall Fairgrounds Event Request Form” (attached) and include a “Proof of Insurance” copy, one month prior to the event. Your insurance document must show the Town of Smithers and the Northern Saddle Club as additional insured. The NSC will forward this form to the Town or renters may go directly to the Town office and submit this form themselves.
3. It is the responsibility of the renter to return the grounds in the same manner in which they were found.
4. During your event, no participants may use any portion of the Fair Board Grounds, including the Rodeo Ring, without their prior consent. See map for NSC boundaries.
5. Rental-by-day is for the full day rental (morning till evening of a single day). If renters require the previous day to setup for their event, this must be counted as a rental day.
6. Renters are responsible for the full amount of any damage that occurs during their rental. If damages exceed the damage deposit amount, renters will be billed the difference.
7. Damage deposits will be returned when all amounts owing are paid in full and no evidence of damage is found.
8. There is an NSF fee of \$50 for all returned cheques.
9. The concession and show office are rented as is.
10. All equipment used must be put away after use (ie when renting the show jumps or using gymkhana equipment).
11. Clean shavings may be available for barn rentals. The NSC will clean out the dirty shavings bins after your event.
12. All garbage is the responsibility of the renter and must be removed on your last day of rental.
13. Under no circumstances, can renters modify or alter any NSC buildings, water or sewer systems, equipment, arenas, arena footing or any other part of grounds.
14. Under the Town of Smithers Open Burning Bylaw, only existing metal cooking fires are permitted. Currently, there are no existing metal fire pits for use on the NSC grounds. If fire pits are used on the NSC grounds, there is a \$500 fine per fire pit.
15. The indoor arena may be available for non-horse related events. The NSC will deal with this on a case by case basis.
16. Absolutely no construction can take place anywhere on NSC grounds. No nails, sharp objects or glass is allowed on the grounds.
17. Renters may submit a request letter to have some or all of the rental fee waived, i.e. rental fees in trade for painting. This does not include damage deposit fees.
18. There must be an inspection completed by the renter with our event coordinator before and after the rental.
19. All contact information for the NSC is located on our website at www.northersaddleclub.com. Please make all cheques payable to the Northern Saddle Club.
20. This contract will be reviewed by the NSC and the renter will be notified if your date is approved.



Do you require no horses be allowed on the grounds for your event? Y or N (or) Do you require no NSC member horses be allowed on the grounds for your event? Y or N

Please list the details of your event: _____

WAIVER

I/We hereby acknowledge that I have read and understand the rental policies outlined above and agree to be bound thereby. I/We hereby release the NSC and its members from any loss, damage, accident or injury that may occur.

I _____ (name) on behalf of the _____ (organization)

Date: _____

(Approved at NSC Meeting (date) _____)

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Stabling Fees Submission Form

This form and all the stall fees are due within 10 days of your event.

Name of Organization: _____

Barn(s) Used: _____

Rental Dates: _____

No. of Stalls Used _____ @ _____ nights @ \$10/night \$ _____

Please mail this form to: Northern Saddle Club, Box 431, Smithers, BC V0J 2N0