

NORTHERN SADDLE CLUB – GROUNDS RENTAL FORM (revised Jan 2016)

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), new and old equipment, the indoor arena, concession, show office and three barns. Please fill out all the information, read each section and print clearly.

RENTER INFORMATION

Name of Organization: _____

President’s Name: _____ Phone Number: _____

Event Contact Name: _____ Phone Number: _____

Event Contact Name: _____ Phone Number: _____

Mailing Address: _____

Date of Rental: _____ to _____, 20____

Setup Dates and Times: _____

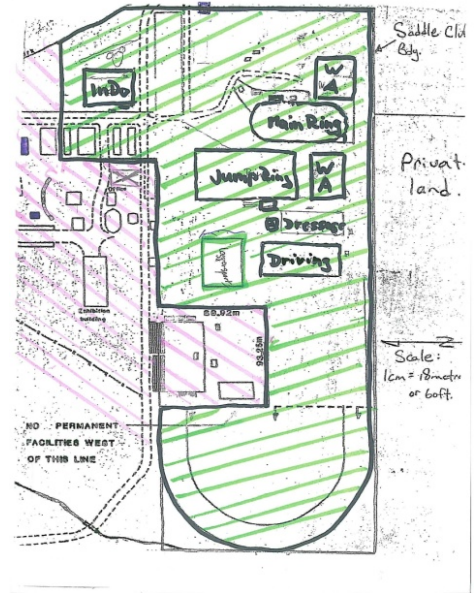
Description of Event: _____

RENTAL POLICIES

1. The damage deposit cheque, the NSC rental form and the rental cheque must be received by the NSC **45 days 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” at the Town of Smithers. Your proof of insurance document must show the Town of Smithers and the Northern Saddle Club as additional insured.
3. It is the responsibility of the renter to return the grounds in the same manner in which they were found.
4. 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.
5. 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.
6. Damage deposits will be returned when all amounts owing are paid in full and no evidence of damage is found.
7. There is an NSF fee of \$50 for all returned cheques.
8. The concession and show office are rented as is.
9. All equipment used must be put away after use (ie when renting the show jumps or using gymkhana equipment).
10. Clean shavings may be available for barn rentals. The NSC will clean out the dirty shavings bins after your event.
11. All garbage is the responsibility of the renter and must be removed on your last day of rental.
12. Under no circumstances, may renters modify or alter any NSC buildings, water or sewer systems, equipment, arenas, arena footing or any other part of grounds.
13. Under the Town of Smithers Open Burning Bylaw, fires are only permitted for the sole use of cooking, must be above ground fire pits and must only use cured wood. If incorrect fire pits are used on the NSC grounds, there is a \$500 fine per fire pit.

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- 14. The indoor arena may be available for non-horse related events. The NSC will deal with this on a case by case basis.
- 15. Absolutely no construction can take place anywhere on NSC grounds. No nails, sharp objects or glass is allowed on the grounds.
- 16. Renters may submit a letter requesting 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.
- 17. During your event, no participants may use any portion of the BVAIA Grounds, including the Rodeo Ring, without their prior consent. See map for NSC boundaries.
- 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.northensaddleclub.com.
- 20. This contract will be reviewed by the NSC and the renter will be notified if your date is approved. Meeting are typically held on the first Wednesday of the month.



Please see the rental listing sheet for fees and damage deposits and fill in the totals below.

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

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

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

NOTE: The damage deposit cheque, the NSC rental form and the rental cheque must be received by the NSC **45 days prior to your event or all rental fees are doubled**. We need time to approve this event at a meeting as well as get the information into the Town of Smithers.

Do you prefer horses to be excluded from the premises for your event? Y or N (only for full facility rentals)

Do you prefer horses to be excluded from the premises for setup? Y or N (only for full facility rentals)

WAIVER

I/We hereby acknowledge that I have read and understand the rental policies, rental fees and damage deposits outlined in this form 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.

Date: _____ Signature: _____

Office Use:

Approved at NSC Meeting (date) _____ & Details of approval: _____

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Stabling Fees Submission Form

This form and all the stall fees are due within 10 days of your event. This is based on the honor system and checked by an NSC member so please ensure your information is correct. If not, future rentals may not be approved.

Name of Organization: _____

Barn(s) Used: _____

Rental Dates: _____

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

Stalls must be cleaned out at the end of your event.

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

Any Questions? Please feel free to contact the events, treasurer or president of the NSC. Current contact information can be found on our website: NorthernSaddleClub.com

NSC Grounds, Equipment, Barns and Arena Rental Listing (revised Oct 2015)

Name of Organization: _____

The following are available to rent if applicable damage deposits are received before your event.

Please check all that you would like to rent.

Date of Rental: _____

Check Box	Rental	Other Info	Price	Per	Total Rental Cost	Damage Deposit	Dam. Dep. Total	
	Arenas							
	Indoor Arena (Round Pen incl.)		\$ 150.00	Day		\$200 per event		
	Any Outdoor Arena (6 total)	Please circle which ring(s): Main Ring, Jumper Ring, Dressage Ring, Driving Ring (either the jumper warmup ring or main ring warmup ring are included in your rental)	\$ 100.00	Day per arena		\$200 per event		
	Equipment							
	Old/Schooling Jumps	See NSC for the details	\$ 25.00	Day		\$100 per event		
	Trail and Gymkanna Equipment	See NSC for the details	\$ 25.00	Day		\$100 per event		
	Show Office	located by Main Ring (with one arena rental)	\$ 25.00	Day		\$100 per event		
	Jumper Booth	located by Jumper Ring (with one arena rental)	\$ 25.00	Day		\$100 per event		
	Concession	located by Main Ring (with one arena rental)	\$ 50.00	Day		\$100 per event		
	Other							
	Full Grounds Rental	All Rings, 3 barns, Concession and Show Office (power hookups are not included)	\$ 550.00	Day		\$1000 per event		
	Grooming of Arenas for a major event with Groomer	By NSC person, completed <u>before</u> event starts (there are harrows that can be pulled behind a vehicle for maintenance during your event). Additional grooming or single ring grooms requests please contact NSC	\$ 200.00	Per Event		N/A		
	Power Hookups	Hookups to Concession, Barns, Indoor Arena or Power Outlets by Outdoor Rings	\$ 20.00	Day		\$100 per event		
	Stalls (there is a separate form for remitting stall fees after your event)	Barn A / Barn B / Barn C (circle which apply), estimated number of stalls needed: _____ / day	\$ 10.00	Night	Provide actual fees with stabling portion of the rental form	\$200 per event		
	The timer, show jumps, cowboy obstacles, wireless head sets and audio equipment is not rentable.							
	TOTAL RENTAL FEES					\$ -	DAMAGE DEPOSIT TOTAL	\$ -