

NORTHERN SADDLE CLUB EVENTS - TERMS OF USE 2017

If you are renting the Grounds, please refer to the NSC Rental Forms for rates and terms of use.

TO BE AN ORGANIZER

ALL NSC event organizers must be members in good standing of the NSC as well as Horse Council BC.

Participants are not required to have NSC membership; however, it is recommended that non-members have a Horse Council BC membership.

NSC Charges usage fees:

NSC Members pay \$5.00 NSC fee

Non-NSC Members pay \$20 NSC fee

It is the responsibility of the Organizer to confirm which participants are members – provide the list of participants prior to the event to the Membership Coordinator so they can validate if it is a member in good standing. This is the best practice if you want to ensure you do not have outstanding fees at the end as the organizer is responsible for submitting the fees due to the NSC.

TO BE CONSIDERED AN NSC EVENT

ALL designated NSC events MUST be named, called, advertised, listed and otherwise referred to as an NSC hosted Events. Examples include 'Brought to you by the Northern Saddle Club' 'Offered by the Northern Saddle Club' 'The Northern Saddle Club is proud to offer...'. The NSC requires recognition for the use of our facilities for the clinic on all posters, on all the organizers' & clinicians' advertisings and all online media such as Facebook, websites or email distribution. Failure to do so, the event will be deemed to be a rental and will be charged the **rental fee with penalty**.

Organizers can email Leah at Lkd@Live.ca for a digital version of the NSC logo and if you need to have the poster or other media proofed first. Leah can also put it on the NSC website once finalized.

If you are running the clinic as a rental (not an NSC event) please fill out the NSC Rental Form and have the required deposit submitted prior to an NSC general meeting (1st Wed of each month except January). These too, must be sent in and approved by the town and FFMC.

BOOKING AN NSC EVENT

Arena use is on a first come, first approved at an NSC monthly General Meeting basis. When requesting an event, state which pen/arena you want to use at time of reserving your date with the events coordinator. The indoor arena and Round Pen are together and outdoor rings are each separate. Clinics are to be requested through the Events Coordinator.

Arenas – Indoor w/ Round Pen

- Jumper Ring (large outdoor)

- Driving Ring (Large grass outdoor)

- Main Ring (large outdoor)

- Dressage Ring (Outdoor 20x60)

Clinic dates must be approved at an NSC general meeting (1st Wed of each month except January) as well as we have to submit every event to the Town of Smithers and are required to be approved at the Fall Fair Management Committee meetings (Town and BVAIA reps), which only meets every couple of months. If you need to book any other Town of Smithers or other club facilities, please do so through the NSC first so we can add it to the Town of Smithers Event Request form.

MONEY

It is the clinic organizer's responsibility to collect ALL monies owed such as the clinician fees, NSC fees and stabling fees. Organizer must hand in the NSC Report Form with the monies owed to the NSC within 1 week of the event. NSC will **not** cover any absent funds or deposit returns.

The event may be audited at any time for the benefit and validity of the participants. Organizer must keep all receipts and may be asked to produce them for an audit.

You may run the clinic money through the NSC if you wish. All participants would pay their fee to the NSC and NSC will write a cheque to the clinician for fees and accommodations, etc. If you choose this option then ALL FUNDS and ALL EXPENSES must be handed in to NSC prior to a cheque being signed (cheques will be mailed to the clinician unless you have all expenses in to the treasurer prior to the start of the clinic, no exceptions). Organizers are still responsible for collecting deposits to reserve spots, the club fees, stabling fees, and any remaining fees for the event. NSC will **not** cover any absent funds or deposit returns.

It is a good idea to reiterate to your participants exactly whom the cheques are to be made out to, to avoid confusion and problems with payments. Refer to the NSC Clinic Report Form to ensure you are familiar with how and what money and info is to be collected.

STALL USE

Clinic organizers are responsible for organizing and collecting the appropriate stabling fees for ALL users requiring a stall including the clinician's horses and ensuring ALL stalls have been left 100% clean. If the dirty shavings pile requires removal, please notify the events coordinator at the end of the clinic so we can make an appointment to have them removed.

NSC members - \$10/night, \$30/week, \$100/month

Non-members - \$15/night

The NSC has one covered barn with 16 stalls (8 with high doors to accommodate stallions) and two outdoor barns with 16 stalls each.

CLEAN UP

Organizer must clean up any garbage or manure left by participants.

Booking or Need help?? Contact the Events Coordinator.

Contact info is on our website: NorthernSaddleClub.com/clubinfo.html

