

## CENTENNIAL PARKLANDS EQUESTRIAN CENTRE

### APPLICATION AND STABLE BOOKING FORM

A	Applicant Details <i>(must be over 18 years of age at the date of application)</i>			
1)	<b>Applicant Name:</b>			
2)	<b>Residential Address:</b>			
		Suburb	State	Postcode
3)	<b>Postal Address:</b> <i>(only if different from above)</i>			
		Suburb	State	Postcode
4)	<b>Applicant Identification:</b> <i>(must be Government issued Photo identification)</i>	<b>Identification Type:</b>	<b>Identification Document Number:</b>	<u>Office use only</u> Confirmed over 18: <input type="checkbox"/> Yes <input type="checkbox"/> No Identification sighted: <input type="checkbox"/> Yes <input type="checkbox"/> No
5)	<b>Contact Details:</b> <i>(please advise the CPEC Manager if any of your contact details change)</i>	<b>Ph:</b>	<b>Fax:</b>	<b>Mobile:</b>
		<b>E-Mail:</b>		
6)	<b>Name of Applicant's Horse:</b>	<i>A separate form is required for each stable being hired. All horse movements must be notified to the CPEC Office in advance in writing and appropriate health documents provided.</i>		
7)	<b>Application Type:</b>	<input type="checkbox"/> First time Private Client Application <input type="checkbox"/> Renewing Private Client <i>(please provide previous booking name below if different from above):</i>		

<b>B Equestrian Federation of Australia (EFA) Membership</b>	
1)	<p><b>EFA membership:</b></p> <p><input type="checkbox"/> No <i>(must provide copies of relevant insurances)</i></p> <p><input type="checkbox"/> Yes</p> <p>Member Name:</p> <p>Member Number:</p> <p>Branch:</p> <p>Expiry Date:</p> <p><u>Membership Type:</u></p> <p><input type="checkbox"/> Senior</p> <p><input type="checkbox"/> Junior</p> <p><i>Please attach a copy of your current membership card to this Application</i></p>

<b>C Specify Stabling and Service Requirements (“Hired Areas”)</b>																									
1)	<table border="1"> <thead> <tr> <th></th> <th>Membership Type</th> <th>Stable Location</th> <th>Equestrian Grounds Access included</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Platinum</td> <td>B or D Pavilion or E, F or L Rows</td> <td>Yes</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Gold</td> <td>B or D Pavilion or E, F or L Rows</td> <td>No</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Silver</td> <td>A Pavilion</td> <td>Yes</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Bronze</td> <td>A Pavilion</td> <td>No</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Clydesdale Pavilion</td> <td>C Pavilion</td> <td>Yes</td> </tr> </tbody> </table>		Membership Type	Stable Location	Equestrian Grounds Access included	<input type="checkbox"/>	Platinum	B or D Pavilion or E, F or L Rows	Yes	<input type="checkbox"/>	Gold	B or D Pavilion or E, F or L Rows	No	<input type="checkbox"/>	Silver	A Pavilion	Yes	<input type="checkbox"/>	Bronze	A Pavilion	No	<input type="checkbox"/>	Clydesdale Pavilion	C Pavilion	Yes
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<input type="checkbox"/>	Clydesdale Pavilion	C Pavilion	Yes																						
2)	<p><b>Anticipated length of stay:</b></p> <p>Stable start date:        /        /</p> <p>Stable end date:        /        /</p>																								
3)	<p><b>Tax Invoice billing frequency and delivery method:</b></p> <p><input type="checkbox"/> Overnight Stabling</p> <p><input type="checkbox"/> Monthly</p> <p><input type="checkbox"/> Quarterly</p> <p><input type="checkbox"/> Annually</p> <p><u>Tax Invoice delivery by e-mail:</u></p> <p><input type="checkbox"/> I would like to receive tax invoices by e-mail <i>(tick for yes)</i></p>																								
4)	<p><b>Tack Room requirements:</b></p> <p><input type="checkbox"/> Shared Tack Room <i>(already included in stabling fees)</i></p> <p><input type="checkbox"/> Standard Private Tack Room <i>(additional charges apply - subject to availability)</i></p> <p><input type="checkbox"/> Premium Private Tack Room <i>(additional charges apply - subject to availability)</i></p>																								

5)	<b>Livery requirements:</b>	<p><u>Agistment:</u></p> <p><input type="checkbox"/> As provided by on-site Licensed Agistment Provider (<i>at the Applicant's cost</i>)</p> <p><b>or</b></p> <p><input type="checkbox"/> Feed Room (<i>shared Feed Room fee will be invoiced</i>)</p> <p><u>Bedding:</u></p> <p><input type="checkbox"/> Straw (<i>no charge for waste removal</i>)</p> <p><b>or</b></p> <p><input type="checkbox"/> Shavings (<i>a monthly Shavings Levy will be charged for waste removal</i>)</p>
6)	<b>Will the Horse, that is the subject of this Application, be ridden by a Minor (person under 18 years of age)?</b>	<p><input type="checkbox"/> No (<i>go to Section C 7</i>)</p> <p><input type="checkbox"/> Yes</p> <p>Name of Minor:</p> <p>Age at date of this application:</p> <p>Parent (or Legal Guardian's) Name:</p> <p><i>Please complete the following if different from contact details in Section A</i></p> <p>Postal Address:</p> <p>Phone (Home):</p> <p>Phone (Business):</p> <p>Mobile:</p> <p>Email:</p>
7)	<b>Key Bond:</b>	<ul style="list-style-type: none"> <li>• All Applicants whose membership entitles them to access of the Equestrian Grounds are issued with a restricted access key on payment of a Key Bond.</li> <li>• Shared arrangements are not permitted.</li> <li>• The Key Bond is refundable at the end of the occupation period on return of the key.</li> </ul>
8)	<b>Stable Bond:</b>	<ul style="list-style-type: none"> <li>• The Stable Bond is the amount equivalent to one month's fee for each stable hired.</li> <li>• The Stable Bond will be refunded following satisfactory inspection of the Hired Areas at the end of the occupation period.</li> <li>• The cost for any cleaning and repairs required (other than normal wear and tear) will be deducted from the Stable Bond.</li> </ul>

9)	Veterinarian:	Name:  Postal Address:  Postcode:  Business Phone:  Mobile:  <i>(If no Veterinarian is nominated – the on-site Licensed Veterinarian will be allocated – at the Applicant's cost)</i>
10)	Please specify any special horse requirements:	

**HOW DID YOU FIND OUT ABOUT CENTENNIAL PARKLANDS EQUESTRIAN CENTRE?**

<i>Centennial Parklands Equestrian Centre (CPEC) Website</i>	<input type="checkbox"/>	<i>Centennial Parklands Website</i>	<input type="checkbox"/>	<i>Word of mouth</i>	<input type="checkbox"/>	<i>CPEC eNewsletter</i>	<input type="checkbox"/>	<i>Parklands Magazine</i>	<input type="checkbox"/>
<i>Centennial Parklands 'What's On' brochure</i>	<input type="checkbox"/>	<i>Media Advertising</i>	<input type="checkbox"/>	<i>Referral from other Centennial Parklands Businesses</i>	<input type="checkbox"/>	<i>Centennial Parklands eNewsletter</i>	<input type="checkbox"/>	<i>Other (please specify below)</i>	<input type="checkbox"/>

Other: \_\_\_\_\_

**WOULD YOU LIKE TO RECEIVE E-MAILS ON EQUESTRIAN AND OTHER ACTIVITIES IN CENTENNIAL PARKLANDS?**

Centennial Parklands Equestrian Centre eNewsletters and Updates containing news, events, competition results, lost and found and much more (please tick the box if you would like to receive updates).

eNewsletters from Centennial Parklands and Centennial Park & Moore Park Trust Licensees that may contain news, events, special offers and discounts (please tick the box if you would like to receive updates).

Please tick this box if you would like your email details to be provided to the Equestrian Advisory Committee Private Clients' Representative E-Base. Please note that this service is provided independently and is not representative of the Centennial Park & Moore Park Trust.

## CHECKLIST

Please complete the checklist below to ensure prompt processing and registration of your Application:

- Signed Code of Conduct and Regulations (*return signed declaration section*)
- Completed Declaration of Animal Health
- Provided a Tetanus and Strangles Vaccination Certificate (*issued by a Veterinary Surgeon in the past 12 months*)
- Passport sized photo of Applicant
- Provided evidence of appropriate insurances for public liability and third party property (*either copies of current insurances or evidence of current EFA membership*)
- Read and signed Private Client Booking Terms and Conditions
- Signed Application Form

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### **Privacy Statement**

Centennial Parklands is committed to protecting your privacy. Centennial Parklands is subject to the NSW Privacy and Personal Information Act 1998 (*Privacy Act*). Centennial Parklands Privacy Management Plan outlines how Centennial Parklands complies with the Privacy Act. Please visit our website at [www.centennialparklands.com.au](http://www.centennialparklands.com.au) for more details.

# **PRIVATE CLIENT BOOKING TERMS AND CONDITIONS**

## **1. APPLICATION AND PAYMENT OF FEES**

- a) The Trustee for Centennial Park & Moore Park Trust (the "Trust") is the registered entity (ABN 37 220 827 527) that was established under the *Centennial Park and Moore Park Trust Act 1983* [NSW] ("Act") and vested certain land and other property to be managed by the Trust. Centennial Parklands Equestrian Centre ("CPEC") land and property was vested to the Trust under the Act. CPEC is owned, and run, by the Trust.
- b) On Application, all bookings are deemed confirmed once any fees payable under Section C of the Booking Form are paid in full (and in advance) and all necessary documents have been submitted and approved.
- c) All fees and any costs recoverable following the initial application payment are payable within 14 days of the tax invoice date.
- d) Any fees and costs recoverable paid after the payment due date may be subject to a late payment fee.
- e) The Applicant will be billed periodically in advance based on the tax invoice billing frequency as specified in Section C(3) of this Application (Any changes to billing frequency to be agreed with CPEC Manager in writing).
- f) All changes affecting the quantities billed (including spelling credits and departure from CPEC) must be advised in writing to the CPEC Manager before the fact. The onus is on the Applicant to advise the CPEC Manager of any changes in occupation. Notification Forms are available on the CPEC website or from the CPEC Management Office.
- g) Further to 1. f), any changes to occupancy advised after the fact shall not result in adjustment to fees retrospectively.
- h) Non-payment of fees may result in retention of all bonds and removal of the Applicant's Horse from CPEC (offsite agistment and removal costs will be at the Applicant's expense).
- i) Non-payment of outstanding fees aged over 75 days (from the date of tax invoice) may result in referral of outstanding debt to a reputable debt collection agency for recovery.
- j) If Monthly fees are elected under Section C(3) of this Application and the actual length of stay is fewer than the maximum days allowable for Overnight Stabling, the Overnight Stabling rate shall be charged.
- k) If the Overnight Stabling rate is elected under Section C(3) of this Application and the actual length of stay is greater than the maximum days allowable for Overnight Stabling, Monthly fees shall apply over the full period of the rental.
- l) All other frequency of Stabling fees elected under Section C(3) of this Application will be adjusted on a pro-rata basis according to the final length of stay.
- m) Fees are subject to annual review.
- n) Payment by cash is not accepted over the counter at the CPEC Management Office.
- o) All fees are due for payment without formal or other demand.

## **2. STABLE BOND**

- a) The Applicant is required to lodge a Stable Bond equivalent to one month's fee for each stable hired. The Stable Bond will be refunded following satisfactory inspection of the Hired Areas at the end of the occupation period. The cost for any cleaning and repairs required (other than normal wear and tear) will be deducted from the Stable Bond.
- b) The decision of the CPEC Manager to retain or return the Stable Bond will be final and binding.

- c) The Applicant must submit a Refund Request Form (available on the CPEC website or from the CPEC Management Office) in order to have the Stable Bond returned.

### **3. INSURANCE**

- a) The Trust does not accept any liability or provide any insurance with respect to the Applicant and the Applicant's Horse. The Applicant must obtain their own appropriate insurances for personal accident, public liability and third party property.
- b) The Applicant must have insurance for personal accident, public liability and third party property and provide a copy of the certificate of currency before the Applicant's Horse may enter CPEC. A copy of the Applicant's EFA Membership is also acceptable as proof of insurance coverage. Please refer to the Frequently Asked Questions for more information about insurance coverage.
- c) The Applicant's use of CPEC, Centennial Park Equestrian Grounds and Centennial Parklands (which includes Centennial Park, Moore Park, Queens Park, and CPEC) is entirely at their own risk.
- d) Any other rider of the Applicant's Horse must have their own appropriate insurances as specified in 3.a).

### **4. BUILDING AND FACILITY MODIFICATION**

- a) The Applicant shall not erect, construct or carry out any additions, alterations, modifications or replacement to any Trust property located at CPEC and Centennial Parklands.

### **5. GENERAL MAINTENANCE RESPONSIBILITIES**

- a) The Applicant will maintain all CPEC Hired Areas (this will also include Shared Tackroom and Shared Feedroom, if applicable) to the same condition as at the commencement of the Private Client Booking. All general repairs and maintenance are to be at the Applicant's cost, structural or fair wear and tear excepted.
- b) The Applicant will immediately inform the CPEC Manager of any damage, breakage or defect in relation to any Trust property located at CPEC and Centennial Parklands.
- c) The Applicant will immediately make good, at the Applicant's cost, any damage, breakage or defect to any property located at CPEC and Centennial Parklands caused by any act or omission of either Applicant and / or the Applicant's Horse.
- d) The Applicant must not interfere with any public utility service at CPEC and Centennial Parklands.

### **6. MAINTENANCE WORKS AND ACCESS**

- a) Provided that in the exercise of the powers under this clause, no undue inconvenience will be caused to the Applicant and the Applicant's Horse, the Trust and its servants, agents and contractors may at all times, enter on or close or restrict access to CPEC, the Equestrian Grounds and Centennial Park for the purpose of:
  - 1) Carrying out any maintenance, restoration, alterations or other works deemed necessary or desirable by the Trust; and
  - 2) Carrying out any conversions, improvements or other works ordered, requested or required by any Government Agency having jurisdiction, which the Trust elects to do and for which the Applicant is not liable under this Application.

### **7. SUB-LETTING PROHIBITED**

- a) The Hired Areas under this Application shall not be sub-let, transferred or re-assigned to any other legal entity or individual.

### **8. CENTENNIAL PARKLANDS EQUESTRIAN CENTRE AND GROUNDS CODE OF CONDUCT AND REGULATIONS ("CPEC CODE OF CONDUCT")**

- a) By express signature on this Application, the Applicant has agreed to all Terms and Conditions as contained in the CPEC Code of Conduct. Please refer to the CPEC website to view the current version of the CPEC Code of Conduct.

## **9. COMMERCIAL ACTIVITIES INCLUDING INSTRUCTION**

- a) In accordance with Clause 11.1 of the CPEC Code of Conduct:
  - 1) No businesses are permitted to operate within the Centennial Parklands Equestrian Centre, Equestrian Grounds or on any Trust lands without the prior written approval of and accreditation by the Trust on the terms and conditions as advised by the Director and the Chief Executive of the Trust.
  - 2) No Participant may give or receive riding instruction or provide agistment or livery services for payment in money or kind within the Centennial Parklands Equestrian Centre or Equestrian Grounds unless the appropriate Participant holds a current instructors permit or agistment licence issued by the Trust.

## **10. ABANDONMENT, DEFAULT AND TERMINATION**

- a) Any Applicant not complying with the CPEC Code of Conduct will be subject to one verbal warning and one written warning before being directed to remove their horse from CPEC on the basis the CPEC Membership and Equestrian Grounds Permit conditions have been breached and the CPEC Membership and Equestrian Grounds Permit is forfeited. Any requests to return will be determined by the CPEC Manager in their absolute discretion.
- b) If the Applicant abandons the Applicant's Horse at CPEC, the CPEC Manager will notify the Applicant in writing and the Applicant's Horse must be removed within two days from the date of that notice. If the Applicant's Horse is not removed, the CPEC Manager will make arrangements for the removal of the Applicant's Horse from CPEC and all agistment and removal costs will be at the Applicant's expense.
- c) Further to paragraph 10.b), if the Applicant's Horse is not collected from the agistment provider's property within a period of two months from removal date, this will result in transfer of ownership rights in the Applicant's Horse to the Trust without formal delivery being required.
- d) If the Applicant abandons the Applicant's Horse at CPEC during any "quarantine period", the CPEC Manager will appoint an agistment provider to care for the Applicant's Horse at the Applicant's expense. Once the quarantine is lifted, the Applicant will be required to remove the Applicant's Horse and will forfeit their membership to CPEC.
- e) If the Applicant removes the Applicant's Horse from CPEC without any written notice, the Applicant will have 14 days from the date of the written notice to advise whether they intend to retain their membership or it will be deemed to be cancelled ("cancellation date"). The Applicant will be liable for all fees accrued up to the cancellation date.
- f) Any property will be deemed abandoned by the Applicant if not removed within two days from the date of written notice given by the CPEC Manager requesting the property be removed. Abandoned property will become the property of the Trust, who may deal with it in any manner it sees fit.
- g) Further to paragraphs 10.a)-f), the CPEC Manager reserves the right, in their absolute discretion, to decline any future membership application made by the Applicant.

**11. COSTS RECOVERABLE**

- a) The Applicant will be liable for all costs incurred as specified below:
  - 1) All collection costs and expenses incurred in collecting overdue accounts;
  - 2) All legal costs incurred in collecting overdue accounts;
  - 3) All professional consultancy costs incurred by the Trust as a result of any breach or default by the Applicant under the Private Client Terms and Conditions; and
  - 4) Any costs that have been incurred as a result of paragraphs 5.a) and 5.c).

**12. ANIMAL HEALTH**

- a) As part of this Application, the Applicant must complete a Declaration of Animal Health Form (as found on the CPEC website).
- b) The Applicant must also submit a Certificate of Vaccination for Tetanus and Strangles, issued by a Veterinary Surgeon in the past 12 months.
- c) The Applicant will be required to complete a Declaration of Animal Health Form for all horse movements whenever the Applicant's Horse returns to CPEC after being offsite.
- d) The CPEC Manager reserves the right to prevent entry to, or remove any horses from, CPEC which do not comply with this Clause 12 or arrive at the Centre with an unacceptable health status.

**13. DISPUTES**

- a) In the event of any dispute arising as to the interpretation of these Private Client Booking Terms and Conditions, or any matter contained in them, the decision of the Trust's Business Manager will be final and conclusive.

**14. GENERAL PROCEDURES**

- a) All requests and notices required under this Application must be submitted in writing.
- b) Written communication may be submitted in the form of an e-mail (addressed to the CPEC Manager) to the CPEC General Enquiries e-mail address: [cpec.office@cp.nsw.gov.au](mailto:cpec.office@cp.nsw.gov.au).
- c) Written communication may be delivered in person to the CPEC Management Office or to the Centennial Parklands Office located in Centennial Park (marked for the attention of the CPEC Manager).
- d) All written communication delivered by post concerning this Application should be addressed to the CPEC Manager, Centennial Parklands, Locked Bag 15, Paddington 2021, NSW.

**PRIVATE CLIENT BOOKING TERMS AND CONDITIONS DECLARATION**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**APPLICATION AND STABLE BOOKING FORM**  
**DECLARATION**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_