

CENTENNIAL PARKLANDS EQUESTRIAN CENTRE

APPLICATION AND STABLE BOOKING FORM Frequently Asked Questions

Question 1- I am a long term client at Centennial Parklands Equestrian Centre (CPEC). Do I need to complete the Application and Stable Booking Form?

Yes. As the form has been revised, we require all Private Clients to submit a new completed form.

Question 2 - Do I need to advise the CPEC Office if I am going to remove my horse from CPEC? I removed my horse from CPEC for a spell three weeks ago and I intend claiming a spelling credit from the date I removed my horse. I notice on my latest tax invoice for fees, there is still no credit adjustment showing for the time my horse was away from CPEC.

Yes. You *must* advise the CPEC Office in writing of any intended horse movements, in advance. This is to ensure efficient management of the Centre, including control over horse movements. The onus is on the Private Client to advise the CPEC Manager in advance and in writing of any horse movements such as spelling. Retrospective adjustments to fees payable will not be made. The Notification of Absence and Holding Fee Form is available on the CPEC Website and should be used to inform the CPEC Office, in advance, when you intend to spell your horse. A Property of Origin form will also need to be completed to confirm where the horse has been when your horse returns to CPEC. This is particularly important in the event of any outbreak of any infectious disease.

Question 3 - I am a long term client at CPEC and I regularly spell my horse. Do I need to complete the Notification of Absence and Holding Fee Form every time my horse leaves or returns to CPEC?

Yes. If you have not advised the CPEC Office by submitting the Notification of Absence and Holding Fee Form every time your horse leaves CPEC, you will be invoiced for every day of that period. CPEC management will not enter into debate on this matter. You must also provide a Declaration of Animal Health each time your horse returns to CPEC.

Question 4 – Must I submit a separate Application Form if I only intend to hire one Stable and use it to house different horses I own on rotation?

No. The policy at CPEC is that you must notify of your horse's movements and submit a Declaration of Animal Health for any horse that enters CPEC. These notifications must occur under your Stable Booking for each horse you bring in to CPEC to use the Stable you have hired.

Question 5 - I intend to stable my horse only overnight at CPEC. Do I need to complete the Application and Stable Booking Form just for that one night?

Yes.

Question 6 - I intend to stable my horse overnight at CPEC. Do I need to pay a Bond?

Yes. A bond is required as a sign of good faith and provides security in the event of non-payment and / or damage to either CPEC and / or Centennial Parklands property. This is standard commercial practice with any form of hire arrangement.

Question 7 – If I stable my horse overnight at CPEC, when will my bond be returned?

Provided there is no need for CPEC to claim against the bond (e.g. due to damage to the stable), the bond will be returned immediately.

Question 8 - What is the CPEC policy on confirmation of Applications? Three weeks ago I telephoned the CPEC Office and booked a stable for my horse, without paying any fees, without completing the necessary paperwork and without making the appropriate declarations. I arrived at CPEC today (three weeks later) to provide the necessary documentation and pay the bond and first month's fees and I was advised the stable was no longer available and has subsequently been let.

A booking is deemed confirmed once all fees are paid in full and in advance and all necessary documents have been submitted and approved. The onus is on the Applicant to fulfil the necessary membership requirements including payment of fees on application and in advance and completion of paperwork and all necessary declarations.

Question 9 – What Insurance coverage must I have?

The CPEC Code of Conduct requires all horse owners and other riders to provide the CPEC Office with confirmation that they have Public Liability and Third Party Property Insurance in place (with a limit of liability of more than \$2 million). Evidence of Insurance (a certificate of currency or current EFA Membership is acceptable) must be provided to the CPEC Office before the horse arrives at CPEC. **Horses that fail to meet this requirement will not be permitted entry to CPEC.** Please note that other people who you may allow to ride your horse are not covered by your insurance and must hold their own insurance in order to ride your horse.

Question 10 - I am not a member of the Equestrian Federation of Australia (EFA). What are the specific insurance(s) I am required to have to fulfil CPEC membership requirements?

You will be required to have Public Liability Insurance and Third Party Property Insurance (with a limit of liability of more than \$2 million). Your Application will need to include a copy of the Certificates of Currency as proof of policy coverage.

Question 11 - Am I permitted to pay stabling fees by cash at the CPEC Office?

No. However, cash payments can be made in person at the Centennial Parklands Administration Office located at Banksia Way in Centennial Park (five minutes drive from CPEC).

Question 12 - Am I allowed to erect a hook on the wall inside the stable (or Hired Area) to hang a small storage bag? The Terms and Conditions do not allow additions, alterations and modifications to any property at CPEC and Centennial Parklands. The hook and bag will pose no danger.

Yes. On the condition that the CPEC Office agrees that the hook and bag will not pose any present or potential risk to both horse and any person who may enter the Hired Area at CPEC. The intention behind this clause is to prohibit structural changes to CPEC and Centennial Parklands property, including stable areas.

Question 13 - Am I responsible for replacement of consumables such as light bulbs in my dedicated stable (hired area)?

Yes, only in your dedicated stable area and any other dedicated rooms exclusively used by only you.

Question 14 – Can I sublet my stable to another person?

No. Assignment or transferring of the Private Client Booking is not allowed. The liability for any debt remains solely with you as the Applicant.

Question 15 - Why have I been charged the higher Overnight Stabling fee rate on my tax invoice when I clearly selected Monthly Platinum membership on the Application Form? My personal circumstances have now changed and fourteen days after the initial application, I was required to permanently remove my horse from CPEC.

The existing policy here is the Monthly fees rate shall only apply if the actual stable occupation is 22 days or more. If actual occupation is up to 21 days, the higher Overnight Stabling rate is charged. The ceiling in days for 2010-11 is currently to be confirmed and is unlikely to remain at up to 21 days as in 2009-10.

Question 16 – Can I let another person ride my horse?

Yes. Please note that person must have their own insurances as they are not covered by your insurance. The proposed rider of your horse must provide the CPEC Office with copies of their insurances or EFA Membership and a signed CPEC Code of Conduct before they are allowed to ride your horse at CPEC or in Centennial Park. If they wish to use the Equestrian Grounds, they must first purchase a Permit from the CPEC Office.

Please note, you cannot pay or receive money for a person to ride your horse as this may be deemed as conducting a business at CPEC. The CPEC Code of Conduct Clause 11 states: *“No businesses are permitted to operate within the 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 of the Trust.”* If in doubt, check with the CPEC Office.