



NOTIFICATION OF ABSENCE AND HOLDING FEE REQUEST FOR PRIVATE CLIENTS

If a Client intends to spell their horse or temporarily remove their horse from the Centennial Parklands Equestrian Centre (CPEC) and wants to hold their stable, tack room and/or feed room during the period of absence, they must complete this form and submit to the CPEC Office before their horse leaves CPEC.

Clients renting stables, tack rooms and feed rooms can reserve these facilities in their name for up to 42 days of the year by paying 50% of their applicable stable fee for the period of absence. This allocation of 42 days is available for up to 10 days in each of the first and second quarters of the calendar year and for up to 11 days in each of the third and fourth quarters of the calendar year. You must complete and submit this form each time you remove your horse from CPEC and want to hold your stable, tack rooms and/or feed rooms. Please note that there is no fee discount to hold the feed room and this will be charged at the full rate for the period of absence.

This holding fee period applies for the calendar year from January 1 to December 31 and is not able to be accumulated between years i.e. days unused in one year cannot be carried forward to the next.

If a client does not spell their horse during the year, the 50% discount for up to 42 days is not redeemable.

CLIENT NAME: _____

STABLE No: _____

TACKROOM No: _____

FEEDROOM No: _____

HORSE NAME: _____

DATE LEAVING CENTRE: _____

DATE RETURNING TO CENTRE: _____

TOTAL DAYS AWAY FROM CENTRE: _____

I wish to pay 50% of the normal rental fees for the above number of days to ensure that the above facilities are available upon my return on the date indicated above. I understand that to hold my stable beyond the maximum number of allowable days for a particular quarter, I will be required to pay full facility rental.

Signature: _____

Client Name (please print): _____

Date: _____

Please note:

- The CPEC holding fee policy is detailed on this form.
- Management can, in an emergency, utilise your stable over the period of absence so long as it is vacant on your designated date of return.
- Clients who choose to pay on a yearly basis will receive a refund on application or the equivalent credited to their next year's account.