



Things to consider when booking the Nanaimo Equestrian Grounds for your Event.

Thank you for considering the Nanaimo Equestrian Grounds for your Event! Here are a few things to consider when planning.

**CHOOSE A DATE:** Have you checked the NEA calendar to see if the grounds are available on the dates that you want? Will you need to set up or tear down time before and after your Event? Set up can be arranged for the prior evening after 8 pm and will be billed at \$10/hour with a minimum of 2 hours. Tear down time is also billed at \$10/hour with a 2-hour minimum for smaller Events. Larger Events such may require billing by the day. ***These times must be booked in advance.***

**DECIDE HOW BIG YOUR EVENT WILL BE:** The size of your Event impacts things like the amount of deposit needed, whether you will need full grounds or can get by with a single ring, whether you need the Clubhouse, a PA system, extra port-a-potties and the amount of parking required. ***For Events with over 20 participants, NEA requires that the full grounds be rented and that an extra port-a-pottie be rented at the Organizers expense. For Events over 20 participants and of more than one day, NEA charges an additional \$50 for port-a-pottie cleaning.***

**DECIDE WHAT ADDITIONAL EQUIPMENT/SERVICES YOU MAY NEED:** Do you require stalls? Will you need the dressage surrounds or jumps? Do you require additional harrowing of the arena(s) during your Event? Do you require the Clubhouse or PA system? Will there be people camping on the grounds? Self-contained units only are allowed. NEA does not provide water or power. These things are all available through NEA for an additional cost but do require pre booking.

**PAPERWORK:** A ***non-refundable*** deposit is required to hold your date. No date is considered booked until a deposit is received. A refundable cleaning deposit is also due at time of booking. The grounds must be left with no manure in stalls, arenas, parking areas, or roadways. Any and all garbage must be left in the garbage cans provided. Proof of insurance (see below) is required 10 days in advance of your Event. ***NO Events can take place without insurance.***

**SECURITY STUFF:** An NEA representative will do a walk through of the grounds with you prior to your Event. They will provide you with keys and will set up a temporary security code for the alarm system prior to your Event. The grounds must be secured and alarmed whenever they are not in use. NEA equipment like dressage surrounds and jumps, must not be left out overnight unattended.

Parking for all events is on the grassy area behind Barns 3 and 4. ***There is no parking in front of the Agriplex or in front of the barns.*** This is to ensure clear access for emergency vehicles particularly in case of fire.

**ENSURE YOU HAVE ENOUGH LIABILITY INSURANCE:** Our lease agreement with the City of Nanaimo requires that all Events carry \$5 million in liability coverage with both the City of Nanaimo and NEA named as insured.

**MONEY STUFF:** Deposits must accompany your Event request. ***Payment for your Event is due 10 days after your Event.*** NEA will check the grounds for cleanliness, damages, etc after your Event and will send you an invoice. All deposits/payments can be made by etransfer to [nanaimoequestrians@gmail.com](mailto:nanaimoequestrians@gmail.com) with your Event name in the subject line and nanaimoequestrians as the password.

## Things NEA provides.... And doesn't provide....

NEA will provide you with access to the parts of the grounds that you book. This includes the horse stalls, the Agriplex, the outdoor arenas, the Clubhouse, and the parking area.

We will ensure that the arenas are harrowed prior to your Event, and during if previously arranged.

We will ensure that garbage cans with liners are available.

We will ensure that the manure pile is accessible.

We will ensure that at least one wheelbarrow and manure fork are available.

We will ensure that water to the Clubhouse, horse stalls and Agriplex is available.

We will ensure that power to the Clubhouse and Agriplex is available.

We will ensure that one Port-a-Potty is clean, stocked, and available.

We will ensure access to NEA equipment that has been previously arranged.

We do not provide advertising.

We do not ensure your attendance is sufficient to cover your Event costs.

We do not help with your Event planning.

We do not clean up after your Event without charging for it.

We do not cover any damages or injury to horses, vehicles, or personal property.

We do not go looking for the owners of their lost property.

We do not guarantee that there won't be other Park users walking through your Event, particularly with their dogs.

We do not guarantee that there won't be other events such as Soccer, BMX racing, or Steve Smith track users who might make noise, cause your horses distraction, or make access to our grounds more difficult than normal.

NEA is a non-profit Society, manned by volunteers, who's task is to maintain and make usable the Equestrian Grounds in Beban Park. Should you find that something on our grounds is unsafe or not working correctly, please advise your NEA contact immediately.

We sincerely hope that your Event is a success. After all, when you succeed, we succeed!

### CHECKLIST

#### PRIOR TO YOUR EVENT:

- Have you sent in your deposit? \*\*Your date is not secured until the deposit is paid. This deposit is per event.
- Have you provided a copy of your insurance? \*\* \$5 million liability due 10 days prior to your Event
- Have you booked set up or tear down time? If so, it must be after 8pm & you must pay for a 2 hr minimum.
- Have you arranged for extra Port-a-Potties?
- Have you arranged for extra equipment?
- Have you been given your event keys from a NEA member?
- Have you been given a security code?

#### AFTER YOUR EVENT:

Are the grounds clean of all manure and garbage?

Have you returned all the equipment?

Have you removed all personal belongings?

Have you returned your keys?

Have you paid for your Event including extra equipment and stalls?



NEA Event Rental Agreement-

NEA contact: \_\_\_\_\_  
(office use only)

Dates of Event \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Title of Event: \_\_\_\_\_

Name of Event Organizer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

What type of event is this? Provide a brief description: \_\_\_\_\_

How many people are you expecting at your event? \_\_\_\_\_ \*Events which affect the ability of other users to access the grounds due to large crowds or vehicle parking shall be charged for full grounds\*

Non-Refundable Deposit: Lessons, Clinics or Schooling shows	\$50
Recognized or Major Show or Event	\$200
Refundable Cleaning Deposit	\$50

Will you be using stalls? **YES/NO** If YES, estimate how many? \_\_\_\_\_

Do you require jumps or dressage surrounds for your event? **YES/NO** If so what? \_\_\_\_\_

Camping required? **YES / NO** If YES, how many? \_\_\_\_\_ \*Self contained units only \*

Do you require a sound system? **YES/NO**

Do you require a tractor? **YES/NO** Do you require a driver? **YES/NO** \*NEA approval of driver required\*

Do you require NEA to do 'day of' grooming at an extra cost? **YES/NO** If so, when? Days/Times: \_\_\_\_\_

Do you require additional Port-a-Potties? **YES/NO** \*you are responsible for arranging this equipment\*

\*NEA charges an additional fee for multi day events or events with more than 20 participants\*

## Terms & Conditions:

The Licensee covenants to abide by all By-laws, ordinances, and regulations and in particular, covenants that it will not suffer or permit alcohol to be had or consumed on the premises, unless a lawful license therefore shall first have been procured.

Nothing contained in this licence shall take effect as or constitute a warranty or guarantee by NEA as to the fitness, availability, or conditions of said premises.

The Licensee shall not permit anything to be brought on or any act done on the premises above mentioned that would invalidate or increase the premium on policies of insurance held by NEA of which may injure or deface the premises.

The Licensee shall indemnify and keep indemnified NEA from any and all loss or damage or other liability to the persons or property of anyone occasioned by the use of the said premises by any person in or about and upon the said premises by the leave or license of the Licensee and in particular without limiting the generality of the foregoing, from any accident, loss of property, injury or sickness of any performer or party participating in the use and operation of the said premises. Indemnity insurance covering the foresaid must have approval of NEA.

The Licensee shall indemnify and save harmless and keep indemnified NEA from liability for any loss or damage to any property of NEA during or occasioned by the occupancy of the same save and except reasonable wear and tear.

Waiver in writing of one or more items of this agreement shall not be therefore deemed a modification or waiver of the entire agreement but all other terms and conditions shall remain in full force and effect.

The Licensee shall not construct, erect, or attach any fixtures of any kind to any part of the above-mentioned premises without the written consent of NEA and if so, erected the Licensee covenants to remove the same and restore and leave the premises in the same condition in which the premises were at the time the Licensee entered into occupation.

The Licensee shall engage, provide, and pay for adequate Liability Insurance protection deemed necessary by NEA, NEA may provide the same and the Licensee shall pay the cost thereof forthwith upon demand. **Proof of such insurance shall have NEA and the City of Nanaimo as named insured.**

The Licensee shall leave all facilities clean upon vacating the premises including Grounds, Stalls and Garbage. Any costs incurred by NEA to complete cleanup of aforementioned will be billed to the Licensee.

I have read and agree to the above Terms and Conditions.

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Signature of Event organizer

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Date

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Print Name of Event organizer

**Please Return with Final Payment**

**Daily Rental Rates:**

Full Show Grounds per day*	\$400
*Full grounds include all four rings, jumps/surrounds and show office*	
Individual Ring	\$200
Club House (Show Office) Rental (meeting room and kitchen area)	\$ 50
Jumps with Individual Ring Rental	\$ 50
Dressage Surrounds with Individual Ring Rental	\$ 50
Trail Course equipment (contact NEA for information)	\$150
Stall Rental (per stall per day)	\$ 25
Tractor Rental (own NEA approved driver)	\$ 50
Tractor Rental with NEA driver	\$ 25/hr
Camping per self contained unit/ per day	\$ 35
Additional cleaning charges	\$ 50
Additional port-a-pottie charges (for events over 2 days)	\$ 50

	# of days	Rate	Total
Full Show Grounds		400	
Individual Ring		200	
Club House		50	
Jumps		50	
Dressage Surrounds		50	
Trail Course Equipment		150	
Stalls (per day)      Total number of stalls used =		25	
Tractor Rental (please refer to rate with or without NEA driver)			
Camping (per day)      Total number of campers =		35	
Additional cleaning charges		50	
Additional Port-a-Pottie charges		50	

Subtotal	
Less Deposit	
Less refundable cleaning fee	
Balance due within 10 days	

Balance is due within 10 days after your Event. A late payment fee of 3% per month is payable on outstanding amounts.

PLEASE EMAIL COMPLETED FORM AND PAYMENTS TO: [nanaimoequestrians@gmail.com](mailto:nanaimoequestrians@gmail.com)