

PLEASE COMPLETE IN BLOCK LETTERS AND SUBMIT WITH SHOW SCHEDULES

NAME OF HIRER

DATE OF EVENT	TYPE OF EVENT
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GATES OPEN TIME	START TIME	FINISH TIME
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PLEASE INDICATE REQUIRED AREA/S

GROUPS HIRE

PAVILION

- PH PF PD PB
 PG PE PC PA

PH	PF	PD	PB
PG	PE	PC	PA

PAVILION

OFFICE BLOCK

PAVILION LIGHTING

- NO. OF BANKS
 EST. USE TIME
(IN MINUTES)

MAIN & LOWER ARENA LIGHTING

- NO. OF BANKS
 EST. USE TIME
(IN MINUTES)

MAIN ARENA

- AB AD AF AH
 AA AC AE AG

AB	AD	AF	AH
AA	AC	AE	AG

OFFICE BLOCK

LOWER ARENA

- LH LF LD LB
 LG LE LC LA

LH	LF	LD	LB
LG	LE	LC	LA

RANFORD RD

EQUIPMENT HIRE

- BBQ – NO OF.
 ZOOM (SUBJECT TO AVAILABILITY)
 CABANAS – NO OF.
 RAMPS – NO OF.
 PROJECTOR/SCREEN OR TV (SUBJECT TO AVAILABILITY)
 TIMING GATES – NO OF.
 RALLY O EQUIPMENT
 TRESTLE TABLES – NO OF.
 OTHER



HIRE OF DOGS WEST & EQUIPMENT Cont.

ROOMS

- SHOW OFFICE
- MEETING ROOM 1
- MEETING ROOM 2
- MEETING ROOM 2 WITH KITCHEN
- MEETING ROOM 3
- MEETING ROOM 4 LOWER ARENA
- MEETING ROOM 4 WITH KITCHEN
- MEMBERS LOUNGE WITH BAR
- MEMBERS LOUNGE WITHOUT BAR

VENDORS (STALL HOLDERS/FOOD TRUCKS)

VENDORS WILL BE PRESENT YES NO

VENDOR NAME	PHONE	EMAIL

**Vendor fees apply. Retail Pet vendors require Dog Shop approval.
Food vendors must provide current Registered Food Business Certificate and current Public Liability Insurance to the Dogs West Office.**

CONDITIONS OF HIRE:

1. Allocation will be based on the **FIRST WRITTEN APPLICATION RECEIVED. YEARLY BOOKINGS MUST BE RENEWED BY 7 JANUARY EACH YEAR.** Please note that shows have priority over trials on the Main Arena.
2. Cancellation to be notified in writing 14 days prior to the booking or the applicable fee may still be charged.
3. Meetings are to be concluded by 10.30 pm and the grounds vacated by 11.00 pm.
4. Clubs that require any particular layout or dimensions for their rings, the Secretary, or their representative is to advise the office of the details NO LATER THAN 10.00 am on the Thursday preceding the event.
5. This booking is not confirmed until written confirmation is received from the Association.
6. **Public Liability: Non-affiliated clubs, groups or non-members, that wish to hire the facilities OR members that wish to use the grounds for private training sessions and receive remuneration for those sessions, are not covered under the CAWA's Public Liability Insurance Policy and MUST submit a copy of their current Public Liability Certificate of Currency before approval is given for hire of the facilities.**
7. For all sanctioned events, indoor facilities must be booked but the cost is included in the administrative levy except for the lighting.
8. Unaffiliated Clubs - a DOUBLE FEE applies (except for clubs on probation).
9. The kitchen attached to Meeting Room 2 is for general use by all Clubs. On show/trial days, the use of Meeting Room 2 and the kitchen is to be by negotiation between clubs.
10. The hirer is responsible to leave the facility in a clean and tidy condition. Should this not be done, cleaning costs will be charged.
11. The hirer is responsible for any loss of stock or damage to any property during the period of hire. In the event the Centre is co-hired, then all hirers are equally responsible.
12. No internal or external decorations are to be erected without the permission of the Association. The driving of nails, tacks etc into the walls or woodwork or the use of adhesive tape is forbidden.
13. **CANCELLATIONS:** For billable hirers, cancellations are essential. Please email cancellations to k9@dogswest.com and accounts@dogswest.com.
14. **AFTER HOURS ACCESS CODES:** Afterhours access codes (Mon-Fri) will be provided to the club/hire representative via email on the day of the booking. The representative is responsible for sharing these codes with their first person on site. More information about after hours access is available on our website/[here](#).
15. **FEES:** Please refer to current fee list in the Canine News or website/[here](#) for applicable hire fees.

DECLARATION:

I acknowledge that the hirer will be responsible for the behaviour of those persons within my/our group or organisation who are using the facilities and also to report any serious offences to the Association on the first working day following the day of hire. I also acknowledge that the hirer is responsible for any loss of stock or damaged to any property during the period of hire. I have read and understand the conditions of hire on both sides of this application and agree to abide by them.

FULL NAME	PHONE	EMAIL