

Albany Equestrian Centre

Facility Booking Policy

Management Committee Decision:

Version: 1.0

Effective Date: 7 May 2026

Record of Amendments

<i>Version</i>	<i>Date</i>	<i>Details of Changes</i>	<i>Comments</i>
1.0	07/05/2026	Adoption of Policy	Adopted AEC Meeting – 7 May 2026

Purpose

The AEC facilities may be hired for use by affiliated clubs, private organisations, AEC members or private individuals.

This policy provides on bookings, cancellation of a booking, process for changing a full-day booking to a half day booking, understanding what a half-day booking entails, and hire charges.

Policy Procedures

Bookings

The indoor arena and other designated sections of the AEC may be booked on an hourly basis for individuals, or daily/half-daily basis for affiliated Clubs.

A half-day booking has been defined as either a morning or afternoon session consisting of a 5-hour block up to 12-noon, or a 5-hour block from 12-noon to 5.00pm

When making a booking – clubs are required to complete and submit the online booking form.

The AEC also caters for commercial bookings.

Cancellation of booking

Cancellation of a booking should be made as soon as possible. Cancellation with less than two weeks' notice will result in a fee of half the normal hire rate per day.

Cancellations must be minimised. Ongoing cancellations may result in ability to make future bookings.

Changing A Full-day booking to a Half-day booking

Where a Club has booked the facilities for a full day but wishes to reduce that booking to a half day booking, it is required to provide 7-days' notice in writing, or else a full-day booking fee will be charged.

Half-Day booking

Where a Club has booked the facility/facilities for a half-day, use of all facilities needs to be finalised by the designated time, or a full-day fee will be payable.

Hire Charges

For schools / rallies: clubs must pay a set daily/half-day hire fee.

For competitions: clubs must pay a ground fee for competitors, with differential rates for AEC/non-AEC members. Minimum charges apply.

Where separate Clubs utilize different sections of the grounds simultaneously (e.g., one Club in the indoor arena and another in the show horse area) for a full day/half day, both Clubs are subject to the full-day/half-day hire fee.

The cleaning and tidying of the facilities following completion of their use, is the subject of negotiation between the Clubs involved.