

GENERAL REGULATIONS GOVERNING FACILITIES

LAST REVISION – Approved June 2017

1. The Taber Exhibition Association (T.E.A.), its members, employees and contractors are not responsible for the damage or loss of any articles or property or the damage, sickness, loss or death of any animals belonging to renters, users or visitors to the facility.
2. In all written or verbal communications of the T.E.A. where there is a female party, a male party or a corporation, the provisions thereby shall be read with all grammatical changes thereby rendered necessary, and all covenants shall be deemed joint and several.
3. In the contents of these regulations renter or user will include, the renter, user, subordinate family members, invited guests, assignees, designates or persons using or performing the entitlements of the renter or user.
4. In all matters concerning the T.E.A. the board of director's decisions will be final.
5. For the purpose of these regulations and all matters concerning the Taber Exhibition Association, "management" will include in descending order of authority the Board of Directors, Executive Committee and Facility Manager.
6. The day-to-day operations are the responsibility of the Facility Manager and as such all issues will be firstly directed to his or her attention.
7. For day-to-day policy issues the Facility Manager will liaise with the executive Committee.
8. Individual members of the Board of Directors shall not usurp the authority of the Facility Manager and shall direct all operational issues to him or her.
9. Individual members of the Board of Directors shall not contact or make financial or other commitments for operational issues without first consulting with the Facility Manager.
10. Due to the open nature of the facility it is incumbent on all members, renters, and users to:
 - a. Be aware of the rules and regulations and act accordingly.
 - b. Assist in governing of the rules and regulations.
 - c. Immediately report to management any part of the facility, piece of equipment, situation or apparatus configuration that may pose a danger.
 - d. Carry appropriate insurance.
11. All pets will be on a leash and under control of the owner/handler.
12. Vehicles and trailers will park in the designated areas and will not be parked:
 - a. In the fire lanes surrounding the arena.
 - b. Along the main roadway.
 - c. In areas from time to time marked by the T.E.A.
13. Any person(s) not complying with any or all rules and regulations will, if they do not comply immediately upon notification to do so, be denied use of the facilities and evicted from the property.
14. All horses must be controllable and controlled while on the T.E.A. property.
15. No equipment belonging to the T.E.A. will be rented, lent out, used in any manner or leave the T.E.A. property unless a legally binding rental agreement has been signed and approved.

16. It is the renters or users responsibility to clean their own litter after their use. Failure to do so will result in their being billed for the time required to do the clean up.
17. There will be no running on or under the bleachers.
18. There will be no consumption of alcohol in or on T.E.A. property unless covered by an appropriate permit or license and in accordance with that permit or license and with T.E.A. approval.
19. Horses that display signs of a viral infection, such as distemper, strangles, influenza or rhinopneuminitis shall not be permitted on the premises.
20. All complaints must be in writing and presented to the Facility Manager. Decisions of the Facility Manager may be appealed in writing to the Executive Committee. Decisions of the Executive Committee may be appealed in writing to the Board of Directors.

B. REGULATIONS GOVERNING STALL AND PEN USERS

1. The stalls and pens are to be used solely for the confinement of one horse per unit. Any and all alternate use must be pre-approved in writing by management.
2. All stalls and pens are rented on first come first served basis.
3. A contract must be signed prior to using the facility.
4. Monthly rent is due and payable in advance on the first day of the month. Failure to do so will be considered cause for immediate termination of contract and eviction of animals.
5. Renters of pens are to have the option of a stall space at the appropriate rate.
6. All barn users are to move their horses out of the barn during barn rented events. TEA management will make arrangements sufficiently in advance to accommodate the renter.
7. Prospective renters will be placed on a waiting list and will be offered accommodations in the date order the applications forms are received.
8. No stallions are allowed in the barn or pen area.
9. List of renters will be maintained by the TEA.
10. Renters are responsible to conduct themselves in a cordial manner with respect to other renters, visitors, TEA personnel and animals.
11. Renters are responsible for the proper treatment of animals having regard to any and all statutes, rules and regulations so enacted by all responsible levels of authority in the province of Alberta. Failure to do so will be considered cause for immediate termination of contract and eviction of animals.
12. Renters are responsible for the proper care of animals regarding, food, water, and bedding. Failure to do so will be considered cause for immediate termination of contract and eviction of animals.
13. Renters are responsible to visibly post a card or sign on each and every pen they use, containing the following information: horse name, owner name, contact name and phone number, veterinarian name and phone number, any concerns regarding biting, kicking, etc.

14. Renters are responsible to clean the stalls and pens regularly or as determined by TEA management.
15. Renters are responsible to keep area from front of stall/pen to opposite wall clean and free of any and all debris.
16. Renters are responsible to keep tack/feed stalls neat, clean and free of any and all debris.
17. Renters are responsible to keep outside pen feed area neat, clean and free of any and all debris.
18. Renters will use only wood shavings as bedding in the stalls.
19. Renter will be allowed an 8' x 10' area to store feed in designated areas at the discretion of the Facility Manager.
(B) Extra space is available at a cost of 3.20/sq ft with management approval.
(C) Any property not paid for or left behind more than 60 days will be disposed of at the discretion of management and if expenses are incurred they will be billed to previous owner.
20. Renters are responsible to repair at their own expense any damage to the facility or equipment done by them or their animals. Depending on the nature of damage any such repair is to be made immediately with equal or better quality material and to be completed no later than fourteen (14) days from becoming aware of damage.
21. Renters are responsible to fill ground holes in stalls with materials provided by the TEA.
22. Renters are responsible to put the various wastes in the appropriate areas designated by the TEA.
23. Renters are not allowed to make any modifications to any of the facilities or equipment without the prior written approval of management.
24. Renters are not allowed to plug in any electrical devices without the prior written approval of management.
25. Failure of the renter to perform any of their responsibilities will result in management having the duties performed and the renter billed at the rate stipulated in the rate schedule.

C. REGULATIONS GOVERNING ARENA RENTERS

1. Renters will be required to provide proof of insurance with the T.E.A. named as co-insured.
2. All riders 12 years and under must wear a helmet while riding on T.E.A property.
3. Renters will designate hours required and will pay for those hours and any extra hours or portion thereof that are used.

Monday-Thursday renters may enter the arena 1 hour prior to booking and have ½ hr prior to booking to organize and make ready. Riding pass holders must vacate the building ½ hour prior to booking.

Friday-Sunday renters may enter the arena 1 hour prior to booking. Riding pass holders must vacate the building 1 hour prior to booking.

Violations of these regulations will either be charged for the extra time used, or have their riding passes suspended for a time decided by the Board.
4. 48 Hours Notice is required to rent the facilities.
5. T.E.A. Cancellation Policy:
Cancellation allowed with no penalties if due to inclement weather, impassable roads or temperature below -20 degrees Celsius prior to wind chill factor.

The following applies to all other cancellation:

A. Two (2) weeks prior to event: no cancellation charge

B. Thirteen days - forty-eight (48) hours prior to event: ½ of the rental fee will be charged unless the arena can be rebooked for the same amount of time.

C. Forty-eight (48) hours and up to the time of the event: full rent will be charged.

NOTE: should the rent not be paid due to cancellation, the renter will not be allowed to book the arena again until the debt is paid in full.

D. REGULATIONS GOVERNING LOBBY RENTERS

1. Users will leave area in the same clean condition as when rented.
2. Chairs and Tables will be stacked and put away after use.
3. Any extraordinary costs associated with clean up after the event will be billed to the renter.

E. REGULATIONS GOVERNING PUBLIC RIDING USERS

1. All users will at all times be under the direction of the Facility Manager. Under 16 Yrs must be supervised by a adult. All riders 12 years and under must wear a helmet while riding on TEA property.
2. Users of the riding arena during designated public riding periods must have a current and paid up T.E.A. riding pass. The TEA does not mandate, but recommends that you have insurance or an Alberta Equestrian Federation membership.
3. Riding passes are:
 - Individual and are not transferable
 - For a term and only valid for that term
 - Only valid for periods designated for public riding
4. Users must at all times be courteous to other riders, horses and users.
5. Users will use the riding arena in a manner consistent with the majority of the users in the riding arena at that time so as not to disrupt the majority of the users.
6. All horses used during public riding must be controllable.
7. From time to time specific public riding time will designated for a specific riding activities. Those times will be posted on the Calendar of Events.
8. Riding lessons, instruction, training, or any other specified riding activities will not be allowed during public riding periods.
9. Users must clean up after themselves and leave the facility in good clean condition.
10. Users are responsible for children or other persons under their control, whether in the riding arena or any other facility. The Facility Manager will suspend the users riding privileges until control is exercised.
11. On the third warning from the Facility Manager for any violation of these regulations the pass will automatically be revoked and future riding privileges subject to review of the Board of Directors.
12. It is the rider(s) responsibility to immediately report to the Facility Manager any damage done.
13. There will be no running on the walkway, bleachers or holding area.

14. During public riding only, no more than two (2) horses per rider will be allowed in the building at a time. All other horses must be in rented stalls or in a trailer.
15. All public riders must vacate premises ½ hr prior to an arena booking, unless arrangements have been previously made.

F. REGULATION GOVERNING CORRAL RENTERS

1. Users are responsible to repair at their own expense any and all damage to the corral system caused by them, their employees, designates, contractors or the animals contained therein with equal or better quality material and all material, labor and associated costs will be paid by the user.
2. Users are responsible for the cleaning of corrals upon departure and all costs associated to same.
3. No alterations, changes or additions will be made to the corral system unless pre-approved in writing by management.
4. Any and all alterations, changes or additions will be removed on departure unless authorized to leave same by management at which they will become property of the T.E.A.
5. People leaving livestock in corrals will be charged \$15/pen/day

G. REGULATIONS GOVERNING ON SITE STORAGE

1. No vehicles, trailers, equipment, buildings, shelters, boxes or other non specific items are allowed to be located on T.E.A. property unless permitted under relevant regulations of prior written approval from management is obtained.
2. Signs will be posted indicating authorized parking and storage areas.
3. Management has the authority to remove any and all unauthorized vehicle, trailers, equipment, buildings, shelters, boxes and other non specific items from the property at the owner's expense. No notification is required.

TRAILERS

4. Space permitting, those persons renting stalls or pens will be allowed to park horse/stock trailers on the T.E.A. property.
5. Parking "spots" will be on a first come first served basis and unless the renter indicates he no longer requires that "spot" it will be considered his unless until the rental agreement is terminated.
6. Parking will only be allowed in those areas designated by the T.E.A. and will be in an orderly fashion having consideration for others and allowing maximum usage of the area.
7. Management may at its discretion require renters to move to another "spot" or park in a manner to maximize the area.

H. REGULATIONS GOVERNING CONTRACTORS AND EMPLOYEES

1. The Taber Exhibition Association is an equal opportunity employer which gives no preference for or discriminates because of race, color, gender, sexual orientation or religion.
2. It is T.E.A. policy to obtain quotes for all expenditures in excess of five hundred (\$500) dollars and request tenders for all projects over two thousand (\$2000) dollars, with the exception of emergency repairs.
3. All employment is based on the best person found suitable to provide the service.

4. Annual reviews will be conducted for each permanent full time employee/contractor and will be discussed with and a written copy given to the employee/contractor.
5. Contracts will be reviewed on an annual basis.
6. The T.E.A. will maintain a list of preferred supplies for ongoing routine materials and supplies.

I. FINANCIAL POLICY

1. All rentals must be prepaid prior to use of the arena except for regularly scheduled events which will be billed at the end of each month.
2. All stall and barn rental is due at the beginning of each month. (Paid in advance)
3. All accounts not paid on time will be subject to a 2% month interest charge.
4. All accounts overdue by 60 days will have privileges revoked and action will taken to recoup monies owed.

J. RENTAL RATES

	<u>FEE</u>	<u>PER</u>
1. Arena - Indoor		
a. Clean-up/Damage Deposit	\$100.00	Rental
b. Arena Rent		
Prime Time	\$55.00 + GST	Hour
(No set up/take down/reassemble required)		
	\$500.00 + GST	Day
Non-Prime Time*	\$25.00 + GST	Hour
*Non-Prime Time is defined as Monday-Friday 6 AM – 3 PM, excluding statutory holidays and all-day bookings. July & August are considered Non-Prime Time.		
c. Special Events	Price Negotiable	
2. Lobby		
a. Exclusive Use	\$25.00 + GST	Hour
	\$100.00 + GST	Day
3. Stall/Pen		
a. Stall/Pen Combo*	\$110.00 + GST	Month
b. Pen Only*	\$100.00 + GST	Month
c. Stall Only	\$30.00 including GST	Overnight
*One month rental damage deposit required		
4. Arena – Outdoor		
a. Exclusive use	\$15.00 + GST	Hour
	\$80.00 + GST	Day
5. Corrals		
a. Exclusive use	\$50.00 + GST /pen or corral - Month	
	\$15.00 + GST / pen or corral - Day	
6. Pasture		
	Annual Bids Required	

7. Tractor	\$75.00 + GST with Operator/Event (Price may vary depending on use or event type)	
Quad	\$25.00 + GST per event (Operator not included)	
8. Wash Rack	Coin Operated Use (Unless connected to scheduled event)	
9. Shavings		
a. Per Bundle	\$8.00	Each
10. Riding Passes (Public Riding Only)		
a. Annually		
Individual	\$150.00 + GST	July - June
Family	\$300.00 + GST	July – June
Corporate* speak to management	\$800.00 + GST	July – June
b. 30 Consecutive days	\$50.00 + GST	Person
c. 5 Pass Booklet	\$50.00 + GST	Booklet
11. Labor Fee	\$40.00 + GST	Hour
	Rate used to charge users for performing work they were responsible for.	
12. Equipment Surcharges		
a. P. A. System	\$10.00 + GST	Use
b. Bucking/ Roping Chutes	\$400.00 + GST	Year
	\$25.00 + GST	Event/Day
	\$5.00 + GST	Hour
c. Panels	\$50.00 + GST	Event/Day
13. R.V. Parking Rate (Power)	\$20.00 including GST	Night