



# Cochrane & District Agricultural Society

PO. Box 897, Cochrane AB T4C 1A9  
Operations Manager ~ 403-932-3250  
cdasoperationsmanager@xplornet.com

## FACILITY BOOKING REQUEST

**CLIENT INFORMATION** Date:

Company/Group Name:

Contact Name:

Phone: Fax: Email:

Mailing Address:

**EVENT INFORMATION (include event details, schedule and/or program if available)**

Event Name:

DESCRIPTION OF EVENT: (i.e. Show, Clinic, Private Event and a brief description)

# of Riders: \_\_\_\_\_ # of Spectators/Auditors: \_\_\_\_\_ # of Vehicles: \_\_\_\_\_

**VENUE REQUIREMENTS - Check off and be as specific as possible.**

Arenas: (Check all required)	Dates	Times (must include setup and teardown)	Cost
Indoor Arena (85'x163')			
Large Outdoor Arena (125'x225')			
Small Outdoor Arena (65'x130")			
Small XC Course			
Large XC Course			
Grass Jumping Arena			
Sand Dressage Ring			

**Stabling: # of Stalls:**

**ADDITIONAL REQUIREMENTS**

Additional Grooming (1 daily grooming included)

Equipment:

Additional Heating: (Standard Indoor Arena Heat set at 2° in arena and 4° in alleyways. \$16.50 per hour/2 degrees increase, minimum \$50.00 charge, maximum \$250 per day) :

Extra Pens:

If booking Large XC Course, must have a CDAS registered Instructor. If Instructor is not already registered then the following documents need to be submitted along with all fees.

Name of XC Instructor:

Other:

**COMMENTS OR SPECIAL REQUIREMENTS**

**SIGNED:** **DATE:**

*NOTE: Once Request form is complete, mail or email to CDAS Operations Manager. CDAS will confirm receipt of Request Form and return a Booking Contract for signing*