



# Cochrane & District Agricultural Society

PO. Box 897, Cochrane AB T4C 1A9  
403-973-3250 cochraneagsociety@gmail.com

## FACILITY BOOKING REQUEST

**CLIENT INFORMATION** **Date:** \_\_\_\_\_

Company/Group Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### CONTACT INFO FOR LISTING ON CALENDAR AND/OR WEB SITE:

**Event Name:** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Description (include details you want on calendar)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**# 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 (from Rate Sheet) - Office will complete
Indoor Arena (85'x174')			
Large Outdoor Arena (125'x225')			
Small Outdoor Arena (65'x130")			
Small XC Course			
Large XC Course			
Grass Jumping Arena			
Sand Dressage Ring			
OTHER - barn, ECA course, etc.			

**Stabling - # of Stalls:** \_\_\_\_\_

### ADDITIONAL REQUIREMENTS

**# of Additional Grooming required** (1 daily grooming included): either \$40.00/additional grooming: \_\_\_\_\_

**Additional Equipment Required** ( i.e. jumps, barrels, panels, etc) - additional rental charges will apply: \_\_\_\_\_

\_\_\_\_\_

**Additional Heating:** (Standard Indoor Arena Heat set at 2° in arena and 4° in alleyways. \$20.00 per hour/2 degrees increase, minimum \$50.00 charge): \_\_\_\_\_

### COMMENTS OR SPECIAL REQUIREMENTS

\_\_\_\_\_

**If booking Large XC Course for equestrian jumping, must have a CDAS registered Instructor. Documents for XC Instructor to become CDAS registered are available upon request or on our Web Site.**

**Name of XC Instructor:** \_\_\_\_\_ **CDAS APPROVED** YES NO

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**NOTE:** Once Request form is complete, mail or email to CDAS General Manager. CDAS will confirm receipt of Request Form and return a Booking Contract for signing *Revised: January, 2018*