

## Contact Details

### **Postal:**

Oxley Recreation Reserve  
C/O Oxley Post Office.  
Oxley Vic 3678.

### **Website:**

oxley.vic.au

### **Email:**

oxleyrecreserve@gmail.com

### **Bookings Officer:**

Ph. 0408171382

### **Banking Details:**

Bendigo Bank  
BSB-633000  
Acc. No.-152322442



## ***Oxley Recreation Reserve***

### Hiring Information

Oxley Recreation Reserve is located on the Oxley/Meadow Creek Road, 3 kms south of Oxley.

This Reserve is Crown Land and is run by a small Committee of Management (who are all volunteers).

It is a unique 47 hectare mix of bush land and cleared areas, backing onto the King River.

The upper terrace (10 hectares) is where the majority of facilities are located on sandy well drained soil and is usable all year round.

The lower area is a flood plain, and access may be restricted depending on conditions.

### Some of the great facilities include

- Pavilion with large kitchen
- Several toilets and hot showers
- Disabled toilet and shower
- 2 Sand dressage arena
- 100m x 70 m multipurpose sand arena
- Full cross country course (Pony Club and HRCVA grade 1 to 5)
- Full size oval surrounded by shady Ash trees
- 36 steel horse yards
- 4 bay horse wash
- Caravan Dump Point
- Tennis court and rebound wall



## **BEFORE YOU LEAVE.....**

### **KITCHEN**

- \*Clean surfaces (benches, sink, splash backs etc.)
- \*Empty bins & replace liners
- \*Close windows & servery roller, lock outside door
- \*Leave fridge doors open
- \*Sweep & mop floor
- \*Turn off lights & power points
- \*Close middle door

### **CLUBROOMS**

- \*Sweep floors & mop if needed
- \*Turn off heaters, air con, power points & lights
- \*Tidy tables & chairs
- \*Close / lock windows & doors

### **TOILETS**

- \*Clean & disinfect toilets
- \*Check showers & lean mats on wall
- \*Sweep / mop floors
- \*Empty rubbish bins & replace liners
- \*Turn off lights & lock doors



### **OUTSIDE**

- \*Arenas must be harrowed after use
- \*Make sure that all taps are turned off
- \*Make sure all campfires are fully extinguished, no fires on Total Fire Ban days.
- \*Pick up rubbish & put in bins
- \*Line up rubbish collection, take away.



bins for collection  
rubbish

## **Current Charges are as follows:**

Grounds, Oval, X-Country Course, Sand Arenas, Clubrooms, Kitchen Showers.....	\$150 per day +bond
Casual Horse Riding.....	\$5 per horse
Horse yards overnight .....	\$10 per horse
Camping (additional to hiring fees) .....	\$15 per vehicle
Camping school/club groups (Includes toilets & showers)	\$5 per person
Bond .....	negotiable
Other functions...(Party Insurance \$30).....	negotiable

### **A non-refundable deposit of 10% of estimated fees is to be sent with booking form**

- A Bond may be required for events to cover any damage to facilities (clubrooms, XC course etc.) and will be returned after a satisfactory inspection by the Oxley Recreation Reserve Committee of Management (ORRCoM).
- Please note that hirers must have their own public liability insurance.
- Casual hirers without insurance will incur extra fees for insurance cover and must have "Party Safe" approval from the Police
- The Reserve and facilities must be left in a clean and tidy manner. The hirer is responsible for the cleaning of the pavilion and toilets prior to and after use. A guide to cleaning required is posted in the clubrooms and toilet block.
- Bookings are not confirmed until Booking Form, Insurance details and deposit are received by ORRCoM.
- Forms must be received at least 28 days before date of hire.
- Payment of fees to be received 7 days PRIOR to use.

Thank you for your co-operation in meeting the above conditions. This ensures that future applications from your group are accepted.

For all contact details see next page.  
To check availability visit the website or call the bookings officer.

FACILITY REQUIRED	COST PER DAY	NUMBER OF DAYS	NUMBER OF USERS	\$
GROUNDS, OVAL, SAND ARENAS, CLUBROOMS, KITCHEN, SHOWERS	\$150 a day + Bond (\$50 Refunded after arenas are harrowed)			
CAMPING (additional to hire fees)	\$15 /VEHICLE			
SCHOOL OR LOCAL CLUB/GROUPS	\$5 /PERSON			
HORSE YARDS OVERNIGHT	\$10 /HORSE			
CASUAL HORSE RIDING	\$5 /HORSE/PER DAY			
OTHER FUNCTIONS	PARTY INSURANCE \$30			
BOND	BY NEGOTIATION			
EXTRA RUBBISH REMOVAL COST	\$80			
			<b>AMOUNT OWED</b>	

**PAYMENT OF FEES TO BE RECEIVED 7 DAYS PRIOR TO USE**  
**PLEASE SEND COMPLETED BOOKING FORM, PARTY SAFE, INSURANCE DETAILS AND DEPOSIT, 28 days before date of hire TO:**

The Booking Officer  
Oxley Recreation Reserve C.o.M.  
C/o Post Office Oxley Vic. 3678

**PAYMENTS TO BENDIGO BANK**  
**BSB-633000**  
**ACC.NO.-152322442**

## Oxley Recreation Reserve Booking Form

Date/s required (include set up & clean up) \_\_\_\_\_

Name of Club Organisation \_\_\_\_\_

Event Description \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

**Insurance details: (Please enclose a photocopy of your policy with this form)**

Name of provider \_\_\_\_\_

Policy type \_\_\_\_\_

Policy number \_\_\_\_\_

Amount of coverage \$ \_\_\_\_\_ Expiry date \_\_\_\_\_

### DECLARATION

I .....being the duly authorized representative of the applicant in endorsing the application accept full responsibility for the above booking and will ensure compliance with the terms and conditions of hire.

Signed.....

Date.....

Please complete all details on other side of this page and send or email to the Bookings officer.

Please keep the information pages for your use.