



# Notification of absence

**This form must be submitted before each horse absence**

If you intend to spell your horse or temporarily remove your horse from the Centennial Parklands Equestrian Centre (CPEC) and want to hold your stable booking during the period of absence, you must complete this form and submit it to the CPEC Office before your horse leaves CPEC.

**Stable #:** \_\_\_\_\_

**Horse name:** \_\_\_\_\_

**Date leaving centre:** \_\_\_\_\_

**Date returning to centre:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Client name (please print):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please note:**

- Clients renting stables, tack rooms and feed rooms can reserve their facilities for up to 42 days of the financial year (1 July to 30 June) by paying 50% of their applicable daily stable fee for the period of absence allocated as follows: up to a maximum of 10.25 days in each quarter of the financial year (1 July-30 Sept; 1 Oct-31 Dec; 1 Jan-31 March; 1 April-30 June).
- There is no fee discount to hold the feed room and this will be charged at the full rate for the period of absence.
- Spelling credits will not be applied retrospectively; spelling credits will be applied to the next billing cycle.
- Spelling credits will not be applied to accounts that are in arrears.
- Any unused days of the 42 days allocated cannot be rolled over to the following financial year.
- Management can, in an emergency, utilise your stable over the period of absence so long as it is vacant on your designated date of return.
- An animal health declaration must be submitted for each horse returning to CPEC after absences of one night or longer.

**Office use only:**

<b>Account up to date</b>		<b>Number of spelling days carried forward</b>				
<b>Number of spelling days applied</b>		<b>Invoice #</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>