



Beaumont and District Agricultural Society

"Strengthening rural roots in Alberta's Capital Region"

5010A – 52 Avenue, Beaumont, Alberta T4X 1E5

Website: www.beaumontagsociety.com

General Email: admin@beaumontagsociety.com



BEAUMONT & DISTRICT AG SOCIETY (BADAS) BOOKING PROCEDURE & FORM

This document consists of 3 parts, each part mostly contained within 1 page. Here are the parts:

- **General Booking Information** on page 1.
- **COVID-19 Pandemic Protocol for Facility Users** on page 2.
- **Fairground Facility Booking Form** on page 3. This part you fill out, sign, scan and send.

GENERAL BOOKING INFORMATION

Please follow the steps below to book your clinic, schooling, lessons, casual riding, camp or other event.

1. **Availability:** To see availability of Fairground facilities, check the Booking Calendar on the BADAS website – www.beaumontagsociety.com/.
 2. **Pick a Date and Time:** Select a date and time that you would like to book for your activity.
 3. **Required Form:** Fill in the information required on the Booking Form. **Please note** that BADAS requires a qualified coach to be present for all Cross-Country Course schooling and related jumping activities. Riders may NEVER ride alone, and at least one person on the course must be equipped with a cell phone in case of emergency.
 4. **Signatures:** BADAS requires that at least one person be designated as the **Person(s) Responsible (PR)** – see definition adapted from Equine Canada on the Booking Form. For most events, the coach will be considered as PR, assuming responsibility for riders, horses and facilities under her/his care and control. For larger events, an **Alternate PR** may also be identified to assume responsibility for all aspects of the booked event that do not directly involve horse-rider training activities.
 5. **Contact BADAS:** Once completed and signed, send the completed Booking Form, scanned as a PDF document (no jpg images please), to a BADAS Booking Agent to finalize the booking.
 - No scanner! Download the free app **Adobe Scan** for either iOS or Android devices.
 - Email address for bookings – bookings@beaumontagsociety.com.
 - Booking Agents – GM Bruce Walker (780-983-7525), Alternate Amberly Billings (780-984-2009).
 - Once approved, the booking will be added to the Booking Calendar and a confirmation email will be sent. Details about visiting the Fairgrounds, waivers, payments, signing in, access (opening/closing the gate), and other info will be included with the reply.
- Note 1:** Please plan ahead to make bookings! BADAS volunteers require **at least 36 hours' notice prior** to the event to make the booking; 48 hours is preferred. Allow enough lead time.
- Note 2:** Omissions on the Booking Form may result in your booking either being delayed or, at worst, not being accepted by BADAS.
6. **Payment: \$30 per horse-rider session** (see *Fee Schedule*). An option, if riding more than 6 times per year, is the Season Pass (\$180 plus \$15 BADAS adult membership).
 - Cheques preferred for payment – make out to **BADAS** or **Beaumont & District Ag Society** or **Beaumont Ag Society** – COINS NOT ACCEPTED!
 - Option – e-Transfer to bookings@beaumontagsociety.com. Contact a BADAS Booking Agent for detailed instructions and to set a question/password protocol.



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COVID-19 Pandemic Protocol for Facility Users

General Information

- ❖ Anyone entering the Beaumont & District Agricultural Society (BADAS) Fairground **MUST HAVE permission** to do so.
 - For gardeners, this means having registered and paid the fees to rent a plot(s) for the season.
 - For equine users, this means having **booked a time slot** to use either the Cross-Country Course and/or sand-ring arenas.
- ❖ Comply with [Alberta Health Services public health orders](#) for isolation if you are symptomatic, travelled, or have tested positive for COVID-19. These public health orders apply to all public areas, including community gardens and other facilities at the BADAS Fairground.
- ❖ To sum up, **STAY HOME** if you or anyone in your household is sick, especially with respiratory issues, or is on isolation protocol.
- ❖ For more information please reference [COVID-19 Public Health Order Violations](#).

Fairground Access

- ❖ BADAS Fairground staff will unlock the gates in the morning and lock them again at night. **Hours of Operation** will be: **6:30 AM to 9:00 PM**. **Do NOT touch** gates, chains, or locks!
- ❖ Until further notice, only GPCG Team members, BADAS management staff, and Board members will have the 2020 combination code for the gate, water pump, fuel can, and garden equipment locks.
- ❖ **Wash hands when entering and leaving the Fairground.** A hand-washing station has been set up along the road opposite the GPCG entrances.

While at the Fairground

- ❖ Follow AHS guidelines for physical distancing: Minimum **2-metre distance** between individuals at all times. Exceptions to the 2-metre rule will be allowed for people from the same household.
- ❖ Equine Users – Maximum number of people that can congregate at an outdoor venue was changed from 15 to 50 on May 15. Be advised that numbers could be rolled back at any time by Alberta Health Services. The most restrictive areas for equine users will be trailer parking areas where physical distancing might be an issue. BADAS will control numbers through bookings and will revert to its long-standing practice of allowing up to 25 riders at any one time.
- ❖ Be aware of any common surfaces, e.g. equipment handles, tools, etc. that are touched. Sanitize these surfaces after you are done with the tool or whatever was touched.

Follow-Up

This is a 'learn-as-we-go' experience for BADAS. Changes to the protocol will be made if:

- ❖ AHS and/or the cities of Beaumont and Edmonton change public health orders (they are evolving).
- ❖ Scheduling is needed to control numbers of people using the GPCG.
- ❖ Physical distancing, hand-washing, and sanitizing protocols are not being followed.



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BADAS Fairground Facility Booking Form (2020)

Organization or Barn/Farm or Individual's Name _____

Date Required _____ Approx. Time In _____ Time Out _____

Facility Required _____ Activity (schooling or lessons) _____

Number of Riders (Estimated) _____ **Total Number of People*** _____

Booking Type Single Session **OR** Rental Agreement (See *NOTE at bottom*)

Coach: (Note – coach must sign below as Person Responsible - Coach)

Name: _____ Phone Number(s) _____

Mailing Address: _____

Email _____ AEF # (or equivalent) _____

Booking Contact (if different than the Coach):

Name: _____ Phone Number(s) _____

Email Address _____

PERSON(S) RESPONSIBLE (PR):

*BADAS defines Person Responsible (PR) as an **adult** who has or shares responsibility for the care, training, custody and management of horses and riders in the group, and for any act performed by any person in the group while it is schooling or riding/driving on the BADAS Fairgrounds. Responsibility extends to ensuring respectful use of the stables and other parts of the BADAS Fairgrounds, payments are correct and made in full, waivers and sign-in information is correct and complete, and emergency help is obtained if needed.*

The PR must also ensure that **all members** of the group that will be onsite during this booking are familiar with the *COVID-19 Pandemic Protocol for Fairground Users* document on page 2. Confirmed

Person Responsible (Coach) – Signature _____ **Date:** _____
(REQUIRED) Printed _____

Alternate Person Responsible – Signature _____ **Date:** _____
Printed _____

***Total Number of People:** Refer to the *COVID-19 Pandemic Protocol for Fairground Users* document on page 2. 'Total Number of People' refers to all riders, coaches, parents, entourage, etc. that might join your group during this booking. Beaumont & District Agricultural Society (BADAS) may use this info to enforce our COVID-19 protocol controlling physical distancing of people using our facilities.

Confirmed (BADAS use)