



NEW ZEALAND PONY CLUBS ASSOCIATION INC.

Application Form to Host NZPCA Conference

This application form must be completed by the Area/Club wishing to host a NZPCA Conference. The following are guidelines to take into consideration when making application:

- The Annual Conference is held in during the third weekend in June (around the 20th of June). A change of date would require the approval of the Committee of Management.
- Conferences are allocated one to two years in advance.
- The proximity to a main airport must be taken into consideration.
- Delegate's accommodation should be no more than ten minutes walking distance from conference venue.
- Committee of Management need to be accommodated in one place.
- Conference venue needs to be large enough to cater for no less than 130 and as many as 180 people.
- Saturday night dine and dance venue needs to be large enough to cater for no less than 100 people.

1. Name of host Area/Club: _____
2. Year in which you wish to host the conference: _____
3. Name of conference venue: _____
4. Location of conference venue (*Town/City*): _____
5. Capacity of conference venue: _____
6. Is the 'conference venue' and 'dine and dance venue' the same: Yes No If No what is the name of the dine and dance venue: _____
7. Capacity of dine and dance venue: _____
8. How long does it take to get to the conference venue from the accommodation (*minutes*): _____
9. Distance of main airport from conference venue (*minutes*): _____
10. Where will the Committee of Management be accommodated: _____
12. Does the COM accommodation venue have adequate meeting space for up to 30 people? Yes No
13. What type of facilities do you have for the National Coaches demonstration? (*Tick more than one*)
 covered arena theatre style classrooms
 other (*please state*): _____

Signed: _____ Date: _____