



# Arena Day Hire Booking Form

<b>CLIENT or ORGANISATION NAME:</b>	
<b>DATE OF BOOKING:</b>	

<b>FACILITY</b>	<b>PRICE (inc. VAT)</b>	<b>TICK If required</b>
<b>2 Indoor Arenas</b>	<b>£420: 8am to 8pm</b> (In the event of over-running, £50 per additional hour)	
<b>2 Outdoor Arenas</b> (Please advise if you require the Water Complex)	<b>£540: 8am to 8pm</b> (In the event of over-running, £60 per additional hour)	
<b>2 Outdoor Arenas &amp; 1 Indoor Warm Up Arena</b> (Please advise if you require the Water Complex)	<b>£700: 8am to 8pm</b> (In the event of over-running, £75 per additional hour)	
<b>All 4 Arenas (2 Indoor, 2 Outdoor)</b> (Please advise if you require the Water Complex)	<b>£840: 8am to 8pm</b> (In the event of over-running, £90 per additional hour)	
<b>A Set of Show Jumps, Working Hunter Jumps, Portable Cross Country Jumps</b>	Included in Arena price (Client to arrange & pay for course building)	
<b>Timing Equipment</b>	Included in Arena price	
<b>Public Announcement System</b>	Included in Arena price	
<b>Extra Parking in South Event Field</b>	Included in Arena price	
<b>Stabling – Onsite &amp; Permanent</b> (Horse Boxes may stay overnight at REC, FOC; No Hook is available, but generators are allowed)	<b>9 available - £40 per stable per night / £20 per stable per day;</b> <b>Strict Biosecurity Rules Apply;</b> To include a straw bed <i>REC can assist with Temporary Stable Hire &amp; Local Stabling;</i> <i>Booking &amp; Payment is the responsibility of the Client</i>	
<b>REC Car Parking Attendant</b>	<b>£60 per Car Parking Attendant</b>	
<b>REC Poo Picking Attendant</b>	<b>£60 for Outdoor Attendant</b> <b>£60 for Indoor Attendant</b>	
<b>Camping in South Event Field</b>	Included in Arena price	
<b>Café - Tick <i>only</i> if 50+ attendees are expected</b> (Seating & tables for 50 with standing room, Conference Room can be added for larger parties)	Included in Arena price (All food & drink is charged on top of hire)	
<b>Large Conference Room; (Next to café)</b>	<b>£100</b>	

<b>Trade Stands;</b> (Including photographers) No Hook up but generators allowed	<b>£60 per Stand;</b> Client to pay to REC direct <b>NOT</b> Trade Stand to pay REC	
<b>Any Additional Requirements</b> (REC will assist wherever we can – prices to be discussed)		

### **CLIENT DETAILS:**

By completing & signing the Client agrees to REC's Terms & Conditions as outlined below

<b>Client Name</b>	
<b>Organisation Acting on Behalf Of</b>	
<b>Client Address</b>	
<b>Client Phone Number</b>	
<b>Client Email Address</b>	
<b>Please tick to confirm you have attached a copy of your/the Organisation's insurance documents. Alternatively, please sign to advise you take full responsibility for ensuring you have the correct, necessary insurance in place</b>	
<b>Signature</b> (By signing this form, you accept the Terms & Conditions outlined below)	
<b>Date</b>	

**PAYMENT CAN BE MADE BY DIRECT TRANSFER TO: RICHMOND EQUESTRIAN CENTRE ARENAS LIMITED**  
**SORT CODE: 40-38-19      ACCOUNT NO: 0158 9776**

Company No: 1228 6996      VAT Number: 342 5234 25

**OFFICE USE ONLY:**

## **Terms and Conditions of Hire**

These Terms & Conditions apply to all Day Arena Bookings at Richmond Equestrian Centre. Confirmation (by signing of this form) is taken as acceptance of these Terms & Conditions. Confirmation of any hire becomes the basis of a contract between the person hiring the Arenas (or in the event that this is in organisation, a representative acting on behalf of the organisation), hereafter referred to as the "Client" & Richmond Equestrian Centre, hereafter referred to as "REC". Any person attending REC as a result of the Client's booking (hereafter referred to as "Attendees") are the Client's responsibility & the Client is responsible for ensuring all Attendees act in accordance with all relevant parts of these Terms & Conditions.

All bookings are treated as provisional until confirmed by REC. This form must be completed & returned to REC by email – [bookings@richmondequestriancentre.co.uk](mailto:bookings@richmondequestriancentre.co.uk). REC will acknowledge receipt of the booking form in the first instance, followed by confirmation of the booking by email – within 10 working days upon receipt of this form. Email confirmation will be sent to the email at the bottom of this form & the email from which the form was received, in the event that both of these email addresses are not the same.

Hire charges must be paid on, or prior to the date of hire. A 10% (non-refundable) deposit is required.

The maximum period of hire for one day is 8am-8pm (flexible). Additional charges will be incurred for out of hours hire.

REC will always provide an Arena fit for the purpose of hire. For hire periods in excess of one day, Arena presentation will be addressed at the end of each day. Additional grading of Arenas will be charged at £12 (including VAT) per Arena.

In the event that the Client would like Working Hunter, Show or Cross Country Fences as part of their booking, these can be provided by REC, but the Client must arrange, set up & pay for a Course Builder. Contact details for Course Builders can be provided by REC, as well as contact details for Judges. REC recommends that the Client arranges a professional, qualified Course Builder to set up any courses.

REC recommends the Client to supply their own First Aid trained personnel and where necessary higher trained Health, Safety and/or Paramedic personnel, depending on the level of risk based upon purpose of hire.

In exceptional circumstances, including (but not limited to) circumstances where Health & Safety is compromised, it may be necessary for REC to change, postpone or cancel a Client's booking. In such circumstances the Client will be offered the opportunity to accept the change or postponement or receive a full refund for any prepaid amount directly relating to the hire of facilities. REC is not responsible for any other costs, expenses or damages incurred by the Client (or Attendees) as a result of changes, postponements or cancellations.

Where less than 5 days' notice is given by the Client for cancellation of a booking, 50% of the charge - for the proportion of time that a replacement booking cannot be made (incl. the 10% deposit), will be charged. Payment for any booking cancelled by the Client must be received by REC, from the Client, no later than 30 days after the date specified by the Client in the "Booking Details" section of this form.

The Client & Attendees must only enter the Arenas which the Client has stated in the "Client Requirements" section of this form. The Client & Attendees must not interfere with any other booking. Only Arenas & facilities booked can be used by the Client & Attendees.

Use of the Arenas by both the Client & Attendees, is entirely at the Client's own risk. The Client is advised to check the Arenas/facilities before any Attendees enter to ensure that they have been left in a safe condition by the previous occupant. If they deem anything to be unsafe, the Client must notify REC immediately, either by phone or in person to a member of staff.

The Client & Attendees must fully comply with all relevant Health & Safety documentation & policies at REC. REC reserves the right to halt any activities which they consider to be contrary to their Health & Safety Policy, or to be unsafe.

The Client & Attendees are required to adhere to commonly accepted standards of decency & behaviour. The Client is responsible for ensuring the Client & Attendees do not violate any part of REC's Equity, Diversity & Inclusion (EDI) Policy Statement. Any discrimination of any kind, swearing, loud, aggressive or demeaning conduct will not be tolerated. REC reserves the right to ask any person on the premises to leave immediately. REC reserves the right to refuse admission to any person without giving reason.

Children under 18 years of age should be supervised at all times. It is the Client's responsibility to ensure safeguarding standards are met.

Any equipment used by the Client or Attendees should be returned exactly to where it was found. Any damage to any equipment should be reported to REC. The Client is responsible for any damage caused by the Client or Attendees and the Client must pay the total amount required to put right any damage.

The Client must ensure that their event is covered by suitable insurance & must indemnify REC against any claim for loss, damage, accident, injury, illness or death, to any client, attendee or any person whatsoever; any horse, animal, property or vehicle. **A copy of this insurance must be attached.** Except for proven negligence of REC proprietors, or anyone acting on their behalf, REC accept no liability for any loss, damage, accident, injury, illness or death to any horse, animal, property, vehicle, Client, Attendee or any other person whatsoever. It is the Client's responsibility to ensure that any person acting in an official capacity (including, but not limited to, judges,

instructors and course builders) are in agreement with the Client as to who would take responsibility in case of an incident relating to their involvement. If the Official is taking responsibility, **REC will need to see either a copy of their insurance documents or a signed disclaimer showing that they take responsibility.**

The Client is responsible for providing at least one individual to remove droppings from the Arena surfaces (& any Fields used), as well as the Car Park Area, for the entire duration of the booking. Droppings should be removed from the Arena in a timely manner. All traces of droppings should be removed, even if this means taking arena surface with it. Droppings should be removed from any Fields or Car Parking Areas used, at the end of the day. If droppings are found in the Arena, Fields or Car Parking Areas after the booking (given the Client & all Attendees have already vacated REC) & there is proof that the droppings were deposited during the Client's booking, REC will charge the Client at a rate of £10 (including VAT) per dropping found. REC can provide someone to poo pick - £60 (including VAT) for someone to poo pick outdoor arenas and £60 (including VAT) for someone to poo pick outdoor arenas.

CCTV is in operation at REC for purposes of Rule Enforcement, Misconduct, Security and Health & Safety.

The Client & Attendees must wear a hat conforming to current BSI standards when riding a horse. Body protectors are advised to be worn, but not compulsory unless the rider is jumping solid cross-country fences (including portable cross-country jumps in the Arenas, the Ditch, Steps and Water Complex).

Well behaved dogs are allowed at REC but must be kept on leads at all time & only handled by capable persons. Dogs must always be under the control of the handler. Any droppings must be removed. Any dogs which are deemed to be a nuisance by REC will result in the dog & the handler being asked to leave the premises immediately.

Any stables hired must be fully mucked out on departure. Failure to do so will result in a £50 fine. The Client & Attendees should not enter the Livery Yards. If a Client's or Attendee's horse is stabling at REC, the Client or Attendee must adhere to REC's biosecurity policy; they must not enter any areas where livery horses are kept.

Lights are available in both indoor arenas as well as the collecting area. Where Health & Safety may be compromised, due to lack of adequate light, the Client is able to request use of the lights free of charge.

Where more than 100 horses are in attendance at an event it is a requirement to have at least one vehicle Car Parking Attendant. REC staff can provide a Car Parking Attendant for an additional £60 (including VAT) per day.

REC will not open the café unless more than 50 Attendees are expected.

The welfare of the horse must be paramount & must never be subordinated to competitive or commercial influences. The Client is responsible for ensuring that any method used by the Client or Attendees, to discipline a horse is proportionate & applied at the correct time. Any equipment used on a horse which marks or breaks the skin is not acceptable.

The Client is responsible for ensuring that all horses brought to REC are vaccinated against equine influenza as follows:

- The horse must have received 2 injections for primary vaccination against equine influenza given no less than 21 days & no more than 92 days apart. Only these 2 injections need to have been given before a horse can attend REC.
- If sufficient time has elapsed, a first booster injection must be given no less than 150 days & no more than 215 days after the second injection of the primary vaccination.
- Subsequent to the above 3 vaccinations, booster injections must be given at intervals of not more than 1 year apart
- Horses should not attend REC if they have been vaccinated within the 7 days prior to attending.

Where a specific organisation requires stricter vaccination rules as part of their booking, these rules will become part of this policy.

The Client is responsible for ensuring that no horse brought to REC has shown any signs of disease within the last 2 months.

The following rules are enforced at REC & the Client is responsible for ensuring that the Client & Attendees abide by these rules:

- No smoking except in the designated smoking area in the car park
- No horses to be left unattended whilst tied up outside vehicles.
- No hay nets tied up outside of wagons or trailers.
- Riders and handlers should always be fully in control of their horse.
- No mucking out vehicles whatsoever – please take waste home. Anyone found to be doing so will be fined £50 (including VAT).
- Litter should be taken home/disposed of in the appropriate bins. Anyone found to be littering will be fined £50 (including VAT).
- When in the vicinity of a horse appropriate dress should be worn including, but not limited to, a hat conforming to current BSI standards & suitable footwear with a flat sole & small heel when riding. Body protectors must be worn if using Arena XC jumps;
- Dogs must always be kept on leads & droppings collected and put in a bin.
- The Client should always have at least one other person in attendance with them and a working mobile phone when at REC