



Commercial & Day Arena Hire Booking Form

Client or Organisation Name:	
Date of Booking:	
Hours Booked:	
Please confirm that you have included a copy of the relevant insurance policy	

Facility	Price (inc VAT)	TICK If required
Covered Arena	£15 per hour 8am-6pm (In the event of over-running £20 per additional hour)	
Quarry Outdoor Arena	£24 per hour 8am-6pm (In the event of over-running £30 per additional hour)	
Stables Outdoor Arena	£12 per hour 8am-6pm (In the event of over-running £17 per additional hour)	
Set of Showjumps or Show Cross Jumps or Dressage Boards	Inc in the Arena price (Client to arrange and pay for course building)	
Timing Equipment	Included in Arena price	
PA System	Included in Arena price	
YEC Event Steward	£60 per Event Steward	
YEC Car Parking Attendant	£60 per Attendant	
YEC Poo Picking Attendant	£60 per Attendant	
YEC Unaffiliated Jump Judge	£100 per Judge	
YEC Dressage Writer	£60 per Writer	
Cafe Tick only if 50+ attendees are expected	POA (All food & drink charged on top of hire)	
Stabling	YEC will assist wherever we can. POA	
Trade Stands	£50 per Stand Client to pay YEC direct not the Trade Stand to pay YEC	

Client or Organisation Name:	
Address:	
Phone Number:	
Email	
Use of Hire Booking	
Signature (By signing this form, you accept the Terms & Conditions outlined below)	
Date	

Terms and Conditions of Hire

These Terms & Conditions apply to all Commercial and Day Arena Bookings at Yorkshire 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" & Yorkshire Equestrian Centre, hereafter referred to as "YEC". Any person attending YEC 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 YEC. This form must be completed & returned to YEC by email – events@yorkshireec.co.uk. YEC will acknowledge receipt of the booking form in the first instance, followed by confirmation of the booking by email – within 7 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.

A 50% deposit is required plus a £30 Clean Up Fee at the time of booking confirmation. Hire charges must be paid in full no later than the day before the date of hire. The Clean Up fee will be returned on the day once the facility has been left clean, tidy and free of droppings with equipment left safe and tidy.

Where less than 7 days' notice is given by the Client for cancellation of a booking, the deposit will not be refunded. When 14 days' notice is given by the Client for cancellation of a booking, 50% of the deposit will be refunded.

In exceptional circumstances, including (but not limited to) circumstances where Health & Safety is compromised, it may be necessary for YEC 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. YEC is not responsible for any other costs, expenses or damages incurred by the Client (or Attendees) as a result of changes, postponements or cancellations.

The maximum period of hire for one day is 8am-6pm (flexible). Additional charges will be incurred for out of hours hire.

YEC 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 Show Jumps as part of their booking, these can be provided by YEC, but the Client must arrange, set up & pay for a Course Builder themselves. YEC recommends that the Client arranges a professional, qualified Course Builder to set up any courses used.

YEC 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.

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 YEC 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 YEC. YEC 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. Any discrimination of any kind, swearing, loud, aggressive or demeaning conduct will not be tolerated. YEC reserves the right to ask any person on the premises to leave immediately. YEC reserves the right to refuse admission to any person without giving reason.

Anyone under 18 years of age, should be supervised at all times. It is the Client's responsibility to ensure that relevant 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 YEC. 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 YEC 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 YEC proprietors, or anyone acting on their behalf, YEC 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, **YEC 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 YEC) & there is proof that the droppings were deposited during the Client's booking, YEC will charge the Client at a rate of £10 (including VAT) per dropping found. YEC 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 YEC for purposes of Rule Enforcement, 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.

Well behaved dogs are allowed at YEC 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 YEC 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 YEC, the Client or Attendee must adhere to YEC'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 lights are used this will be charged at a rate of £5 per hour per arena. Lights in the collecting area can be used for free. Where Health & Safety may be compromised due to lack of adequate light, the Client is required to use the lights.

Where more than 100 horses are in attendance at an event it is a requirement to have at least one vehicle Car Parking Attendant. YEC staff can provide a Car Parking Attendant for an additional £60 (including VAT) per day. YEC 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 YEC are vaccinated against equine influenza in accordance with the following rules:

- 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 YEC.
- 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 YEC 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 YEC has shown any signs of disease within the last 2 months.

The following rules are enforced at YEC & 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 YEC