

NATIONAL HORSERACING COLLEGE EQUESTRIAN EVENT BOOKING AND TERMS AND CONDITIONS

Contact Information	
Contact:	Organisation / Club Details:
Address:	
Telephone:	
Mobile Number:	
Email:	

Event Information

Booking Date:	
Event Start Date:	Event End Date:
Event Start Time:	Event Finish Time:

Contact on the Day:	
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Please mark which facilities are required (please be aware that mounted games / pony clubs receive a 30% discount on Indoor Arena Bookings)

Facility	Price	Yes (✓)	Comments
Indoor Arena 60x40 (full day)¹	£350		See Note 1 below
Indoor Arena 60x40 (full day)	£275		This is for this arena only
Indoor Arena 60x40 (half day)	£175		This is for this arena only - up to 4-hours (any hours after that will be charged at a full day rate). A half-day booking with jumps would incur an additional charge of £50 and would be for a maximum of 7-jumps
Indoor Arena 40x20 (full day)	£200		
Indoor Arena 40x20 (half day)	£100		Up to 4-hours (any hours after that will be charged at a full day rate)
Centre of Grass Gallop²	£150		
Visitors Centre Canteen (only)	£50		<i>If you would like to book classroom space for your equestrian event you will also need to complete a Conference Booking form.</i>
Visitors Centre Outside Toilets and Shower Facility (full day)	£75		
Visitors Centre Outside Toilets and Shower Facility (half day)	£50		Up to 4-hours
Judges Box / Commentary Unit	£50		For events onsite only

¹ For use of **BOTH** indoor arena's, which includes shower / toilet facilities, parking, lighting, and if required a full set of show jumps with fillers

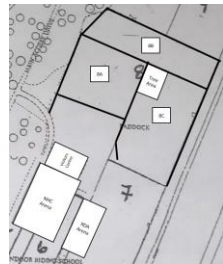
² Please note that this is only available for booking for events, between **1 April** and **30 September** each year. A check of the ground prior to the event will be made by College staff, to see whether in times of inclement weather it is safe to park vehicles in this area. If it is determined that it isn't, parking **WILL NOT** be allowed on the grass, and the event organiser will be offered the use of the hard standing car park. When making a booking for this facility you are agreeing to those terms.

Initials of person making the booking

Additional booking information, including facility set-up:

*Please see appendix 1 for the equipment we have at NHC.
 Please state if show jumps will be needed and if so how many wings and poles Only by prior arrangement you will be allowed to set up the night before *if the facility is available* (this information is required at the time of booking).

Miscellaneous Add-ons

Facility	Price	Yes (✓)	Comments
Round Gallops	£10		Per horse per hour when booked as part of an event
Outdoor Manège	N/A		Can be booked as part of a package with the Indoor Arenas (total cost of which would be £425)
Paddocks ³	£30		Per Paddock per day - (<i>Please state how many here</i>)* *Please note that the paddock that is used for events is paddock 8C. 

<p>Refundable Deposit to be paid with every booking. This will be returned to the organiser after the event, as long as the facility booked has been “poo picked” and the droppings have been placed in the trailer parked on the Conference Centre car park. There is no litter of <i>any kind</i> (including straw and haylage) left in the facility booked, the viewing gallery, car park, and any bags of rubbish have been deposited in the wheelie bins located near the entrance to the car park. NO PARKING is allowed on any of the grass verges AT ANY TIME.</p>	£50
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Is the event information to be added to the NHC website? **YES / NO (please circle).** *This is a free service.*

³ Please note that these are only available for booking for events, between **1 April** and **30 September** each year. A check of the ground prior to the event will be made by College staff, to see whether in times of inclement weather it is safe to park vehicles in this area. If it is determined that it isn't, parking **WILL NOT** be allowed on the grass. When making a booking for this facility you are agreeing to those terms.

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Booking Fee's

Total amount of booking	
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Deposit Required – 50% of total booking + £50.00 refundable deposit	
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£50.00 Non-refundable deposits will be required on bookings of ALL events. It is National Horseracing College's policy that once a payment has been made it is non-refundable. If there are exceptional circumstances National Horseracing College's Management Team can use their discretion and overturn this rule.

Invoice Details

For the Attention of: Address: Contact Telephone Number: Email Address:
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Accepted Cards: Visa / MasterCard / Switch / Solo / Delta (Please circle your card type)

Card Holder's Name																				
Card Number																				
Card Issuing Bank																				
Card Issue Date Month:			Year		Card Expiry Date Month:			Year												
Card issue No (If shown on card)					Three Digit Security Number (Back of card)															
I authorise the National Horseracing College to debit my account for the sum indicated above (I understand that this will be in two payments, deposit and final balance).																				
Signature (original required)										Date										

Insurance Details

Organisations Insurance Policy No:	
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***Copy of 'Insurance Document's document to be provided ON BOOKING*.**

I agree on behalf of the booking organisation to the above details and requirements:

Signature: _____

Initials of person making the booking

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(Original signature required, please do not type)

Name (in block capitals): _____

Date: _____

NHC Staff Member Administering the booking

Authorised By:

Signed: _____

Signed: _____

LORRAINE HOLM
Facilities & Support Services Admin

MICHELLE BARDSLEY
Support Services Manager

Deposit Purchase Order Number and Date Raised	
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Final Balance Purchase Order Number and Date Raised	
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Refundable Deposit Purchase Order Number and Date Raised	
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If £50 deposit is not to be returned, please explain reasons why not

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Copies of Purchase Orders are to be attached to the booking form

Refundable Deposit Repayment details for £50.00 (if not paid by credit / debit card):

Name of Account Holder:.....

Name of Bank:

Bank Account Number:

Bank Sort Code:

Signature.....

Date.....

Initials of person making the booking

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National Horseracing College Terms and Conditions

These terms and conditions apply to all competitors and spectators and must be adhered to at all times. Entry into any competition, including the hire of the facilities, shall be deemed an acceptance of these terms and conditions.

1. We can provisionally hold a date for a maximum of 14-days. Should a signed booking form not be received during this time, the National Horseracing College may release the date without notice. To confirm your booking with us you must sign and return your booking form (including the Terms and Conditions), and pay when presented with the invoice, the 50% booking deposit, (including the refundable deposit).
2. The National Horseracing College reserves the right to refuse entry/hire without stating the reason, to cancel the event (with or without notice) and all rights of admission.
3. **All bookings MUST have someone on the ground to pick up droppings whilst the horse is in the arena. Please note that if there are any droppings left on the surface of the arenas when there has been more than one booking, no-one will be refunded their deposit – it is in everyone’s interests to make sure that the facilities, and surrounding areas are left clean and tidy.**
4. All our facilities **must be pre-booked on telephone number 01302 861006.**
5. **All booking will be treated as provisional until the deposit invoice has paid. All booking are subject to non-refundable deposits which must be paid and are included in the deposit invoice.**

Deposits and Refunds

6. It is the National Horseracing College’s policy that once a payment has been made it is non-refundable. However, if there are exceptional circumstances the National Horseracing College’s Management Team can use their discretion and over turn this rule. However, if the National Horseracing College decide it is necessary to cancel an event and deposits/entry fees have been paid, this will be returned as a full refund in this circumstance **ONLY**.
7. The full hire charges must be paid **on or prior to the date of the event date**, and Cheques are payable to NHC Trading Ltd.
8. The hirer is responsible for any damage caused to the premises or equipment and **MUST** pay the full amount to replace the item(s) damaged.
9. Hirers must stick to their allocated time slots so they don’t interfere with any other bookings.
10. Please return any equipment used back to its storage area after use, unless staff have stated otherwise
11. All external users must ensure that they have adequate first aid cover for their event.
12. All clients hosting an event are deemed responsible and must ensure full compliance with relevant health and safety policies
13. Horses and/or ponies must not be left unattended at any time when tied outside horseboxes or trailers.
14. Competitors are requested, prior to leaving, to clean up and droppings or hay, straw or shavings around their horsebox/trailer and to dispose of these at home or in the trailer situated in the Conference Centre car park. Your £50 refundable deposit will **NOT** be returned if National Horseracing College staff have to clear up after an event.
15. Litter is to be taken home or disposed of correctly in the allocated bins around the site. Following the event it is the responsibility of the event organiser to ensure that the bins are emptied into the large dustbin which is located next to the arenas. Any

Initials of person making the booking

further rubbish which is located on and around the site, which is missed by those attending the event, is to be disposed of correctly by the event organiser before the checks are made by the member of staff which is on duty from the National Horseracing College.

- 16. Children under 16 must be supervised by an adult at all times
- 17. Dogs must be kept on leads at **ALL** times and facies must be pick up and put in the bins provided
- 18. No smoking is allowed in the arenas and viewing gallery.
- 19. The National Horseracing College **will take no responsibility** for vehicles which either breakdown or become stuck in soft ground during an event organised by an external party. The event organiser **is to take full responsibility** for the same in terms of facilitating a rescue. However, should this become an animal welfare issue, National Horseracing College staff will organise temporary equine accommodation on production of a valid Horse Passport.
- 20. Any individual seen to be causing distress or suffering to any animal, will be asked to leave the site and may be reported to the appropriate authorities.
- 21. **BRITISH STANDARD APPROVED HARD HATS MUST BE WORN AT ALL TIMES WHEN MOUNTED.** All competitors when competing or hiring the facilities must wear full and correct attire. For show jumping all competitors and grooms, when mounted, must wear a British Standard skull/hard hat, which must be fastened.
- 22. The National Horseracing College does not accept any responsibility or liability for any injury, accident, damage or illness to any person, property or animal whatsoever, or for any loss whatsoever, arising out of, or occurring at any competition, show or event. It shall be a condition of entry/hire of the facilities that each entrant shall indemnify the organisers against any legal action whatsoever arising from any accident.
- 23. Appropriate insurance cover will be required for all external users, copies will be required at the time of booking the event.
- 24. Everyone must take all reasonable precautions to avoid and prevent accidents occurring.
- 25. All animals visiting our site are expected to have the required vaccinations every 6 months. The onus is placed on the event organisers to request this requirement of their competitors, who should be responsible owners and ensure that passports are checked before horses are unloaded.

If the National Horseracing College suspect this is not being adhered to then we may carry out our own checks.


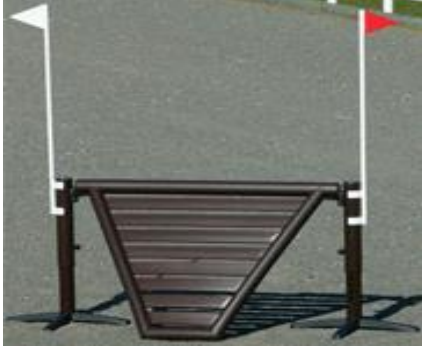




I have read, fully understood and agree to be bound by these Terms and Conditions.

Signed: (Original Signature required, please do not type name)	
Print Name	
Date	

Initials of person making the booking

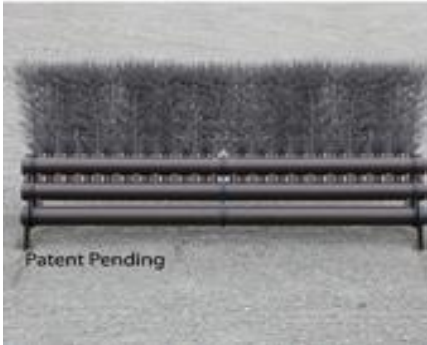
Appendix 1

Equipment available for use:

<p>Palisade Brush x 1</p> 	<p>Arrow Head x 1</p> 	<p>Half Roll Top x 3</p> 
<p>Roll Top x 1</p> 	<p>Gatling Gun x 1</p> 	<p>Cross Country Flag – Lots of</p> 

Initials of person making the booking

Single Filler x 2



Full Corner Arrowhead x 1



Jump Poles (Brown) x 3



Telescopic Jump Post x 11



Cups – Lots of



Full Dressage Equipment

- Floor Layout
- Floor Markers

6 Ft White Plastic Foldable Table x 1



Foldaway Chairs x 6



Show Jump Wings

- NHC Wings x 2 sets
- Tall Wooden Wings x 3 sets
- Half Wooden Wings x 3 sets
- Solid Half Wooden Wings x 3 sets
- Combi Window Wing x 2 sets

Show Jump Legs & Fillers

- Green Leg x 6
- Red Leg x 4
- Blue/Green Filler x 2
- Red/Green Filler x 2

Show Jump Poles

- Green/Blue x 4
- Green/Red x 3
- Blue/White x 1

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ACTION IN THE EVENT OF AN EMERGENCY FOR CLIENTS

All who provide facilities for clients must have clearly identified means of escape in the event of fire. These escape routes must be kept clear at all times to ensure that everyone can exit the venue in the event of a fire or other emergency.

The National Horseracing College ensures that all fire escape routes are accessible to all and meet the requirements needed to allow clients to use the facilities. All emergency equipment, such as lighting, firefighting equipment and first aid supplies, have been inspected and maintained up to the correct standards.

If there is a loss of power in the arenas the emergency lighting will be triggered and to exit the arena follow the kickboards around to the most sufficient exit and head towards the fire assembly point, see attachment 1 for map of the area.

The client who uses the facilities is made aware of the means of escape along with the emergency equipment and once signing the booking form have accepted the responsibility for all those who attend while they are using the facilities and will use appropriate means to ensure they have protected those attending along with the facilities if an emergency occurs.

If a staff member of the National Horseracing College is required, they can be contacted on 01302 861000.

Attachment 1



Initials of person making the booking