

EQUESTRIAN CENTRE TERMS OF HIRE AUG 2015 - JULY 2016



To enquire about Duchy College events or to hire our facilities please visit the website or contact the events secretary on: 01579 372210 or email: equine.events@duchy.ac.uk
Duchy College, Stoke Climsland, Callington, Cornwall, PL17 8PB

BOOKING INSTRUCTIONS

College facilities are only available for hire when not in use for academic or college-related activities

1. Upon receiving the booking form and information

- Read the formal guidelines in this booklet
- Read and adjust the risk assessment if necessary or provide your own risk assessment
- Provide proof of public liability insurance
- Check prices and detail
- Complete, sign and return the booking form, safeguarding form, risk assessment and PEEP form, along with a non-refundable deposit stated on the booking form (deposits will be refunded if the College has to cancel the event due to unforeseen circumstances).

2. After Confirmation

- Retain this booklet for the following information:
 - Map
 - Telephone numbers
 - Booking guidelines
 - Emergency contact numbers
 - Contact the College for amendments or cancellations
 - Make a note of contact name
 - Make a note of telephone numbers of department

3. Arrival Time

- As arranged by department

See back page for booking contacts

Equine Events - 01579 372210

College Reception - 01579 372222

Fax - 01579 372200

Email - equine.events@duchy.ac.uk



BOOKINGS: FORMAL GUIDELINES

Important - please read this before you sign your booking form

Confirmation of booking implies understanding of and agreement with the following terms.

1. All persons hiring facilities for instruction must be qualified in their vocational area and be registered with professional bodies where Duchy College deems appropriate (documents required on first hiring).
2. It is college policy for hirers to provide proof of public liability insurance certificates for any bookings using the college facilities.
3. Risk assessments must be completed and signed for activities held within the equestrian arenas. The hirer must at all times be aware of and accept responsibility for the Health & Safety of all their guests.
4. Hirers must familiarise themselves with emergency procedures, the location of wardens, the emergency telephone numbers and the first aid boxes. All hirers accept responsibility for informing their guests of such procedures.
5. No hirer must ride a horse alone in the arena, a person must be on the ground to assist. A charged mobile phone which has signal must be available for use by the hirer in case of an emergency.
6. All facilities used must be left in a tidy and clean condition, a further charge will be made for facilities left either untidy or unclean. Droppings must be picked up and the area around parking must be left tidy.
7. Damage to or loss of college property must be paid for. Any damages (before or after use) to be reported to the booking member of staff, failure to do so may result in the levying of additional charges.
8. Accident Report Forms must be filled in immediately if an accident occurs. Forms are available from Reception or duty staff. Any accidents / incidents to be reported to the Equine Events Secretary as soon as possible - 01579 372210, an answer phone facility is available.
9. Duchy College's usual invoice and payment terms apply for all hire agreements, unless previously agreed and confirmed.

Terms being:

- A non-refundable deposit is paid with the booking form
 - Invoice usually issued within seven days of event
 - All payments due in full within fifteen days of Date of Invoice
10. All hirers take responsibility for their guests and attendees, undertaking to ensure no behaviour or activities inappropriate to an educational establishment. To ensure the health, safety and wellbeing of Duchy College staff and students, all guests and attendees must stay in the allocated area that has been hired.
- If the College's Safeguarding Policy (copy available on request) is contravened in any way Duchy College reserves the right to terminate any such hire agreement immediately, without refund.
 - Children should be supervised: areas not involved in the hire are off-limits.
11. Duchy College does not accept responsibility for theft / damage to third party property. Storage facilities cannot be provided. When hirers are permitted to leave equipment on the premises, they do so entirely at their own risk. Appropriate insurance must be held for the property.
12. Provisions of catering must be approved by the College prior to the event. No barbeques to be used.
13. All dogs must be kept on leads.
14. Loose schooling is only allowed in Indoor Arena B (small indoor). Horses should never be loose in Indoor Arena B for health and safety purposes.

Cancellations

All cancellations must be made at least 48 hours before the booked date for day hire and 24 hours for hourly hire. Deposits will not be refunded. Cancellations must be in writing to: Equine Events Secretary, Duchy College, Stoke Climsland, Callington, Cornwall, PL17 8PB. Emails are also accepted. Please email: equine.events@duchy.ac.uk.

Failure to do so may result in the full fee being charged.

BOOKINGS: CAR PARKS, ACCESS & USAGE

Please observe a ten mile an hour speed limit on Duchy College grounds

Parking is in the main student car park

- Access to equine facilities on the day before an event to be prior arranged with the Equine Events Secretary.
- Where large numbers of people are expected it may be necessary to use our overflow parking facilities, this must be arranged in advance.
- Hirers are expected to provide at least one person to oversee the parking areas and act as an attendant.
- The parking attendant should make themselves known to the Equestrian Centre staff or the Duty Warden prior to commencement of activities.
- Users of the car park do so at their own risk. Duchy College will not accept liability for any accidents, damage or loss incurred.

Vehicles Must Not:

- Park on grass verges
- Obstruct entrances or exits
- Park in areas indicated as No Parking areas
- Park below Sam's Refectory (disabled parking only)

Dogs & Horses:

- All dogs must be kept on leads
- No horses are to be ridden or grazed on the grass verges or banks
- Hirer ultimately responsible for cleaning up after animals

Please note a £25 plus VAT, clean up charge for each area will be made should the facilities not be left in a reasonable clean and tidy condition after use.

HIRE OF FACILITIES

Hire Charges from 1st August 2015 - VAT @ 20% is included

PA System Included in the price (when available)

Indoor Arena A/B & Outdoor School £22.80 per hour
(this includes use of schooling show jumps)
(A 24 x 60 B 20 x 40 O/S 60 x 25)

Equestrian Shows Per Surface: £114.00 All surfaces: £300.00

Dressage Boards £10.00 Not off-site. Breakages to be paid for.

Competition Show Jumps £65.00 Full Set, not off-site. Breakages to be paid for.

		Per Day	Per Evening	Half Day
Non Equestrian use	Indoor A	£165.00	£115.00	£90.00
	Indoor B	£135.00	£85.00	£70.00

Pony Clubs with registered charity status

Rallies Standard fee applies

Summer Camp per pupil per day £14.40

All other riding / pony groups per person per day £36.00

All shows to run from 8.00am to 5.00pm unless otherwise arranged with the Equine Events Secretary (Tel: 01579 372210)

Prices subject to increase from August 1st 2016.

Please note a £25 plus VAT, clean up charge for each area will be made should the facilities not be left in a reasonable clean and tidy condition after use.

LIVERY AVAILABLE

Rubber matting and automatic watering to all stables

Working Livery

Option 1 - £16 per week during term time

(VAT will be charged unless the owner is a registered student)

DIY Livery

Option 2 - £50 per week inclusive of hay / haylage / bedding / use of riding arenas when not in college use or booked to outside clients.

Minimum stay of 1 week

Temporary Stabling (when available)

Per Night	£25.00
Per Day	£12.00
Day stable & use of arena	£20.00

Please note : All horses using the stable yard facilities must be vaccinated for Influenza and Tetanus. Horses Passports and Vaccination records will be checked before entering the stable area.

For further information and livery terms and conditions contact Clare Hocking on 01579 372240 or email: equestriancentre@duchy.ac.uk or visit www.duchy.ac.uk

WHO TO CONTACT IN AN EMERGENCY

In an event of an emergency

Dial 999 if deemed necessary

First Aid Boxes are situated in large indoor school

Contact the Duty Warden

Mobile - 07773 367483

Mon - Fri 17.30 - 08.30 Weekends & College Holidays

At other times contact Reception on 01579 372222

Or the Stable Yard Office on 01579 372203

Or the Equine Events Line on 01579 372210

Risk Assessments need to be completed for all activities taking place in the equestrian area.

Accident Report Forms must be filled in immediately if an accident occurs. Forms are available from Reception or duty staff.

Any accidents / incidents to be reported to the Equine Events Secretary as soon as possible - 01579 372210, answer phone facility available.

All hirers must have their own public liability insurance.



CONTACTS

Duchy College Bookings and Further Information Contacts:

Classroom Facility Hire

01579 372202

Sports Hall

Gary Jeffery
01579 372206

Equine Department

Equine Events Secretary
Facility Hire: 01579 372210

Adventure Activities

Chris Wilson
01579 372228

Machinery Workshop

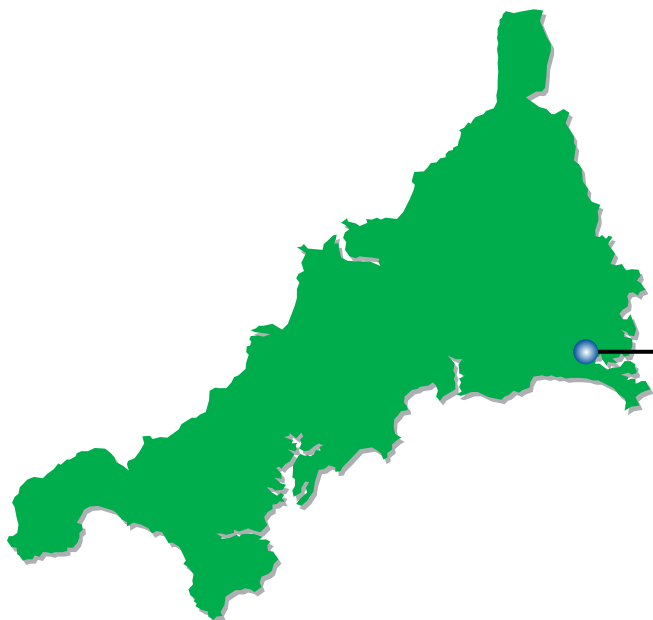
Jim Horrell
01579 372217

Catering & Accommodation

01579 372208

Stable Hire

Equestrian Centre Office
01579 372203



Stoke Climsland

Callington
Cornwall
PL17 8PB
T: 01579 372233
E: stoke.enquiries@duchy.ac.uk
W: www.duchy.ac.uk





The equestrian department based at Duchy College Stoke Climsland is well established, well-resourced and provides a full range of courses to suit students of all levels. The facilities include two indoor schools, an outdoor school, a covered horse walker, two solariums, a weighbridge and stabling for up to 56 horses. Various competitions, demonstrations and clinics are held at the College throughout the year, some are run internally and others are organised by outside organisations.

The College prides itself on producing practical and highly skilled students, who are well trained to work in the industry. With excellent links to employers in the UK, Europe and worldwide, our students have the ability to train and develop skills for employment in the ever expanding equine industry.

Duchy College offer a range of Equine courses from Level 1 Equine Skills to Masters Degree at Level 7.

For more information on our Equine courses

Visit the website www.duchy.ac.uk or contact us on: 01579 372233

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