

Arena Hire Booking Form - non equestrian

Booked by...

| | |
|---|---|
| Last Name: | Invoice to be sent to (name & address): |
| First Name: | |
| Organisation: <i>(if applicable)</i> | |
| Telephone: | |
| Mobile: | |
| Email Address: | |

Hire Fees

Please select one of the following options:

| | | Per hour | Full day (08:00 – 18:00) |
|------------------|--------------------------|----------|--------------------------|
| Indoor Arena | <input type="checkbox"/> | £16 | £160 |
| Outdoor Manege | <input type="checkbox"/> | £10 | £100 |
| Indoor & outdoor | <input type="checkbox"/> | £20 | £200 |

Date and time of hire required. We will accept repeat bookings up to a maximum of 4 weeks. If you require further hire you must complete a new form.

| Date hire required (inc year) | Start time | End time | Date of booking | Office to tick when confirmed | Invoice number |
|-------------------------------|------------|----------|-----------------|-------------------------------|----------------|
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|----------------------------|
| Description of use: |
|----------------------------|

For Office Use Only:

| | | |
|---------------------------------------|--|----------------------|
| T&Cs signed? <input type="checkbox"/> | Insurance valid from: <input type="checkbox"/> | to: |
| Amount due: £ | Paid? <input type="checkbox"/> | Cheque / Cash / BACS |

NON-EQUINE ARENA HIRE AGREEMENT

1. Use of the arena is entirely at the hirer's own risk. It is the hirer's responsibility to check the arena before entering to ensure it has been left in a safe condition and that the premises are secured upon leaving.
2. Our indoor and manege riding arenas are available to hire separately or on a full hire basis. The minimum hire time is one-hour. The cost to hire the indoor school for non-equine activity is £16.00 for one hour or £160.00 for a full day. The cost to hire the outside school is £10.00 for one hour or £100.00 for the full day. The cost to hire both the indoor and outdoor school is £20.00 per hour or £200 for the full day. Full day hire is determined as 08:00 – 18:00. Hirers are asked to keep to their allotted time slot. If the hirer wishes set-up and/or take-down time they must include this additional time in their hire time period.
3. No parking is permitted on the race course road – our car park is available for visitors whilst riding is not taking place.
4. In case of emergency all hirers are responsible for ensuring they are aware and make others aware of the Fire Exits and Fire Assembly Points, which can be found on the Health & Safety board. In the event that a landline is not accessible during the hire period, hirers must ensure they have use of a mobile phone in the event of an emergency. First-aid will **not** be provided by Cotswold Riding for the Disabled. Our fire evacuation plan is attached.
5. All droppings in the arena or car park must be picked up and deposited in muck trailer located by the school doors. Any urine on the arena floor must be treated immediately by using the solution in the "marked" watering cans located by the side entrance and raked over with a fork to ensure the flooring is not damaged. Cotswold RDA reserve the right to cancel any future bookings in the event that this condition is not adhered to.
6. Litter is to be taken home with you.
7. All equipment is to be put back where it was found.
8. Any damage caused to the property belonging to Cotswold Riding for the Disabled will be charged to the hirer at the new replacement value plus any carriage costs.
9. Any pets brought into the property are to be controlled by their owners and at the hirers own risk.
10. All participants must hold their own public liability insurance to a minimum £2,500,000. We reserve the right to request sight of any such insurance policy.
11. A signed copy of this agreement together with your booking form must be received prior to confirming your booking.
12. Payment for the hire of the arena must be paid by either BACS transfer or by cheque (made payable to Cotswold Riding for the Disabled) within 30 days of our invoice quoting the invoice number for reference. Unfortunately, we are unable to accept cash payments.

For BACS, please use the following information:

Sort Code: 30-98-90
Account Number: 16221260
Reference: Please quote the invoice number on transactions

13. For hirers wishing to make regular repeat bookings please tick the box below. We require a signed copy of this agreement, which will remain valid for a period of one year from the date of signing and will cover any bookings made within that period. Hirers are responsible for ensuring their public liability insurance period is valid during the period of this agreement.
14. Cotswold Riding for the Disabled will not be liable for any damage caused whatsoever to vehicles, animals, trailers, lorries, individuals, etc., whilst the hirer is using their facilities.
20. In the event of fire or accident please refer to the Health & Safety board. It is the hirers responsibility to be aware and make others aware of the Fire Exit and Assembly points.

I will be making regular repeat bookings and understand that I will need to complete a booking form for each booking made and payment is due in advance.

Declaration:

I the under signed, hereby agree and accept the terms and conditions laid out above and confirm that I have in place the public liability insurance required.

SIGNED:

NAME IN FULL:

Date:

Registered Charity Number: 1160676

Cotswold RDA Arena Hire

Fire and Emergency Instructions

- Please note, if the hiring is outside of CRDA operating hours, it is the responsibility of the hirer to clear the arena in the event of an emergency.
- Fire notices and extinguishers are situated at every Fire Exit
- The hirer must be responsible for pointing out the Fire Exits to any personnel on site and, in the event of an emergency, calling the Fire Brigade.

Fire Instructions

ON DISCOVERY OF A FIRE

The person in charge should:

- Stop the activity taking place
- Ask all personnel to leave quickly and quietly and go to the signed assembly point in the car park
- Ensure the Fire Brigade is called
- Dial 999 and ask for the Fire Brigade
- State:

“Fire at Cotswold Riding for the Disabled” and provide the operator with the riding school address

**Cotswold Riding for the Disabled
Cheltenham Racecourse,
Prestbury Park
Cheltenham GL50 4SH**