



Booking
Ref:

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Avon Riding Centre Repeat Booking Form

Contact name	Email:
Company / organisation / group name	
Address	
Postcode	Telephone
Facilities required in booking: (please add detail on reverse)	

Date hire sessions to start	Date hire sessions end:
Day(s) and time(s) of hire:	
Notes: (eg fortnightly, planned absences etc):	
Total number of hire sessions:	
Total cost of hire	£
<i>Cheques payable to Avon Riding Centre for the Disabled Transfer Payable to: Triodos Bank, 16-58-10 20338481 Or Phone 0117 959 0266 to pay by credit card</i>	

Please give some details of your activities:
Approximate numbers of people expected :
Public Liability Insurance details: Amount of cover : Insurer:

Avon Riding Centre
Kings Weston Road
Henbury
Bristol BS10 7QT

Tel: 0117 959 0266

Email: centreadmin@avonridingcentre.org.uk Website: www.avonridingcentre.org.uk

Registered charity no. 281648

FOR OFFICE	GM	Public Liability checked	SS	Food order	Invoice	Paid
USE ONLY						

Facility	Tick to Book	No. Hrs	Total Amount
Conference Room			
Per hour £20			£
Up to 4hrs £76			£
Up to 8hrs £144			£
Holding Time per hour £5 (<i>if you require the conference room for delegate belongings, lecture materials etc whilst using other facilities as part of your hire time such as the arenas for half a day</i>)			
Full Service: (£10 per hour)			£
Indoor Arena			
Per hour £30			£
Up to 4hrs £114			£
Up to 8hrs £216			£
Full Service (£10 per hour)			£
Outdoor Arena			
Per hour £20			£
Up to 4hrs £76			£
Up to 8 hrs £144			£
Conditions; Maximum capacity 4 horses			
Full Service (£10 per hour)			£
Whole Centre			
Per hour £92			£
Up to 4hrs £345			£
Up to 8 hrs £699			£
Full service provision is included in all Whole Centre hire.			
Hire of Polyjumps and Short Poles			
Per hour £8			£
Up to 4hrs £30			£
Up to 8 hrs £58			£
Hire of Show Jumps			
Per hour £10			£
Up to 4hrs £38			£
Up to 8 hrs £72			£
Conditions; breakages per pole £10, per wing £20, all jumps must be stacked as found and undamaged otherwise a charge may be incurred			
Therapy Suite			
Minimum booking 4 hours (£30)			£
Additional hours: £9 per hour			£
8 hours £55			£
Hot desks (minimum booking 4 hours £15.00, 8 hours £20)			
Desk 1			£
Desk 2			
Desk 3			
Refreshments	Tick to Book	No. Required	Total Amount
Tea/Coffee/Biscuits £3 pp			£
Buffet lunch £8 pp (inc. above)			£
Dietary restrictions:			
Conditions; Minimum order 6 people, order required 5 weekdays prior to hire date. Buffet lunch not available at weekends.			
TOTAL HIRE FEE:			£

Terms and Conditions of Hire

1. The persons completing the application for hire shall be considered the hirer and if hired on behalf of a society, club or other organisation then such society, club or other organisation shall be considered to be jointly severally liable with the hirer.
2. The hirer shall not use the facilities for any purpose other than the stated nature of the function/event shown on the booking form and shall not sub-hire or use the facilities or allow the same to be used for any unlawful purpose or do anything which may endanger the same or any insurance policies in respect thereof.
3. The hirer must ensure that all attending the event stay within the bounds of the loan.. Riding of horses only in hired areas.
4. Avon Riding Centre will not be responsible for any loss or damage arising out of the hiring or for any loss, damage or injury which may be incurred by any persons or animals using the facilities during the hiring.
5. Regular bookings are subject to a 6 week minimum, payable in advance of the first hire date.
6. All facilities should be left clean and tidy. A charge of £50.00 may be applied if the facilities are not left as found.
7. A full refund will be provided to any cancellations given with a minimum of 48 hours notice.
8. Stables are out of bounds.
9. Any breakages must be paid for.
10. Dogs must be kept on a lead at all times.
11. No mucking out of trailers/horse boxes on site.
12. All droppings must be cleared.
13. **Strictly no smoking anywhere on site!**
14. Cheques payable to **Avon Riding Centre for the Disabled.**

Service Provision (some charges may apply to bookings finishing after 9pm):

<u>Basic Service Level – Free of Charge</u> Included: <ul style="list-style-type: none">• Opening the facilities• Brief handover explaining where everything is• Closing the facilities• One call out of the Caretaker should you have any issues. Any additional call outs will be charged at a rate of £10 per call out.	<u>Full Service Level - £10 per hour</u> Included: <ul style="list-style-type: none">• Opening the facilities• Assistance with car parking• Cleaning and bin emptying• Provision of tables, chairs and tea urns• Unlimited call outs• Closing the facilities
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Avon Riding Centre is committed to providing the best service to all who hire our facilities. However, we are a charity with a large funding gap each year. Hiring our facilities helps to cover that deficit of £150,000. We are therefore unable to provide the full level of service without charging.

Please sign below to confirm you agree with the above terms and conditions of booking.

Sign:	Print:
Date:	