

**Coleg Gwent Equestrian Centre
Usk Campus
CG191: Terms & Conditions for Hire**



Conditions of Use

The following conditions of use apply to any organisation or individual rider wishing to hire the Equestrian Centre. Horse riding is a dangerous sport and you participate at your own risk. Due care has been taken to maintain the facilities in a safe condition, but riders must observe the following rules and any additional instructions that may be given.

Terms for all bookings

1. An organisation hiring the facility must ensure they have in place a minimum of £5 million Public Liability Insurance cover (**copy of insurance certificate to be supplied with signed 'Terms of Hire' agreement**).
 - 1.1 It is the responsibility of the organisation hiring the facility to ensure any riding instructors and coaches using Coleg Gwent's Equestrian facilities during the hire period, have in place insurance cover for providing tuition and valid first aid certification. Organisers may be asked to issue a copy to Coleg Gwent.
2. An individual rider hiring the facility must have in place a minimum of £1 million Public Liability Insurance cover (**copy of insurance certificate to be supplied with signed 'Terms of Hire' agreement**).
 - 2.1 For individuals being accompanied by an instructor or coach; a copy of the instructor or coach's insurance certificate covering tuition and a valid first aid certificate must be provided alongside the 'Terms of Hire' agreement and approved prior to the instructor or coach delivering on site.
3. We strongly encourage all individual hirers and any persons attending organised events to have their own personal accident and equine insurance cover.
4. All riders under the age of 18 years of age must have parental consent.
5. A responsible adult must accompany all riders under the age of 18.
6. All hirers must be accompanied by at least one responsible other in case of emergency.
7. The facilities must be used in a sensible manner compatible with the level of experience of the rider(s) and horse or pony.
8. Riders take part at their own risk.
9. Current standard riding hats (PAS015, EN1384), full length riding boots or Jodhpur boots are compulsory. Other forms of footwear are not permitted.

10. 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 and litter must be picked up and the area around parking must be left tidy.
11. All equipment breakages are the responsibility of the hirer or rider and will be charged for. All breakages must be reported to Coleg Gwent Equestrian Centre staff.
12. All dogs must be kept on a lead at all times.
13. Coleg Gwent 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.
14. No horses/ponies to be tied to outside vehicles and left unattended
15. All visiting horses must be vaccinated against equine flu and passports made available for routine inspections.
16. Hirers must stick to allocated time slot so they do not interfere with any other bookings.
 - 16.1 Bookings are allocated 30 minutes after their session end time to clear away any equipment and vacate the premises. Any time taken beyond this allowance will be charged in line with hire charges.

To ensure the arena surface remains in the best possible condition we ask that:

17. Under no circumstances are horses to be let loose or loose schooled in the arenas.
18. No hay/haylage/animal or human feed stuff to be taken into the arenas
19. We ask that horses are refrained from being tied in the arena and are never left unsupervised

Payment Terms

Bookings payable in full upon receipt of invoice.

Hire charges are set out on page 3 of this agreement.

Cancellation Terms

Hourly hire bookings – 24 hours' notice required

Event bookings – 72 hours' notice required

Cancellations to be made via e-mail to: equine.events@coleggwent.ac.uk

Failure to give the required notice of cancellation will result in the full hire charge being payable.

Additional terms for organisers of event bookings;

An Event is defined as a commercial venture where participants are charged an entry fee for taking part.

20. The hirer/event organiser must ensure that an appropriate risk assessment is completed covering their activities within the equestrian area. A copy of the risk assessment must be submitted to Coleg Gwent, and where appropriate the names of their nominated representative for Health & safety, first aid and car parking stewarding. The hirer/event organiser must submit a revised risk assessment when requested by Coleg Gwent. The hirer/event organiser should be aware that they are responsibility for the Health & Safety of their riders, guests, animals and equipment.
21. We require any individual or organisation hiring our facilities for an event to be responsible for first aid cover for the duration of their booking. Coleg Gwent does not provide any first aid cover.
22. The hirer must ensure that the number of participants/entries within the event is in line with the car parking capacity relating to the facilities currently available (30 horse vehicles maximum) at any one time.
23. The hirer must maintain an accurate record of all persons attending the site associated with their booking.

We have taken all reasonable precautions to ensure the safety of horse and rider to be effective, you must take all reasonable precautions to avoid and prevent accidents occurring. Coleg Gwent reserves the right to remove someone from the facilities in the event of dangerous riding, abuse of the horse, or failure to act on common courtesy. Neither Coleg Gwent nor any person acting on behalf of the College accept any liability for any loss, damage, accident, injury or illness to horse, riders, spectators or any other persons or property whatsoever.

GDPR

The information collected on this form will only be used for the purposes of performing the Equestrian Centre Terms of Hire agreement.

Any records associated with you will be kept for 7 years in line with the college's retention policy.

More information on how the college uses your data including what rights you have relating to these uses, please visit <https://www.colegwent.ac.uk/privacy-policy>

You have various rights related to your data.

Disclaimer

I the undersigned, hereby agree to the condition of use and discharge any legal liability against Coleg Gwent for any personal injury sustained or damage arising from the use of the Equestrian Centre at the Usk Campus or any claims or any liabilities whatsoever, known or unknown now existing or which may arise in the future, on account of or in any way related to or arising from the use of the Equestrian Centre.

Please complete the following as appropriate.

To be completed by Parent / Guardian for Riders under the age of 18			
Signed		Date	
Full Name (capitals)			

To be completed by Riders over the age 18			
Signed		Date	
Full Name (capitals)			

To be completed by a Representative of an Organisation			
Signed		Date	
Full Name (capitals)			

Hire Charges Effective from 1st Jan 2025

Hourly Hire	Hourly (£)	Full Day (£) (Between 08:00 – 17:00)	All arena hire includes use of jumps and/ or dressage boards and markers.
Indoor Arena	£35	£250	
Outdoor Arena	£30	£200	
Indoor & Outdoor Arena Combined	£60	£350	

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

Please note the following hire sessions are subject to availability.

Monday – Thursday

The arenas are available for hire between 4:30pm – 8pm, and the premises must be vacated by 8:30pm.

Friday

The arenas are available for hire between 4:30pm – 5:30pm, and the premises must be vacated by 6pm.

Saturday and Sunday

The arenas are available for hire between 8am – 5:00pm.

The latest session for hourly hire is between 4pm – 5pm.

The premises must be vacated by 5:30pm.

Times outside of the above may be arranged following discussion, however additional costs will be incurred.

Discount may be applied at the discretion of the business.

