



# Terms and Conditions of Facility Hire at Avon Centre

These terms serve as an agreement between the person or group hiring the facility, known for the purposes of this agreement as “The Hirer” and the Avon Centre “The Centre”.

## **1. Booking and Payment**

Full payment is required at the time of the booking.

All hourly bookings are completed using our online booking system – EC Pro. If you require an invoice for payment you need to contact the Centre for an invoice to be raised. The invoice will be raised and sent and once payment is received credit will be added to your EC Pro account which you can use to book the facility. Payment must have cleared before the credit is added to your account, so please contact the Centre in plenty of time to avoid disappointment. Bookings will not be secured until they have been booked by The Hirer using the online system.

For half and full day hire the Hirer should contact the Centre.

## **2. Cancellation**

Providing The Hirer cancels online in their account with 48 hours’ notice account credit will be added to their EC Pro account. This can be used for future bookings using the system, including facility hire and riding lessons.

If less than 48 hours’ notice is provided no credit will be given.

The Centre does not provide refunds other than account credit unless in an exceptional circumstance.

For events that are booked directly with the Centre, 1 week cancellation notice is required.

### **3. Hire**

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. The Hirer shall not use the facilities or allow the same to be used for any unlawful purpose.

The Hirer must ensure that all attending the event stay within the bounds of the hire. Riding of horses is limited to hired areas only. Stables are out of bounds at all times.

No smoking, alcohol or drugs (other than those prescribed) are allowed on the premises, and no unauthorised chemicals. The hirer is responsible for the provision of their own first aider for any events they are running at the Centre. Should a serious incident occur that requires an ambulance the hirer must report this to the Centre and make a record. The hirer is responsible for any RIDDOR reporting as a result of an accident at an event they are running.

Hirer is expected to conduct their own risk assessment before running any activity on our premises.

In case of fire alarm please evacuate through the closest fire exit. It is the hirer's responsibility to keep a record of who is on the premises as a part of their hire, and ensure a register is taken should the building be evacuated. Fire evacuation point is by the picnic benches next to the parking area.

The 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.

Centre reserves the right to charge for any cleaning or repairs that were necessary after the hire. Any breakages must be paid for.

All droppings must be cleared. No mucking out of trailers/horse boxes on site.

### **4. Horses**

When bringing horses to the Centre's premises all the horses need to be healthy and have had most recent booster injection against Equine Influenza within twelve calendar months (+21 days) prior to the horse arriving.

All horses needed have valid public liability insurance at the time of visit.

### **5. Miscellaneous**

Dogs must be kept on a lead at all times and their droppings need to be picked up and binned immediately.

Strictly no smoking anywhere on site; with the exception of the designated smoking area by the picnic benches. Any cigarette butts must be removed from the site.

The Centre reserves the right to change these terms and conditions at any time.