Please write clearly using CAPITAL LETTERS

Full payment **(non-refundable)** required at the time of booking

**Facility Hire Agreement Form**

We will use the information you provide on this form to process the facility hire and to fulfil our legal obligations. Your personal details plus agreement to the ‘Conditions of Hire’ will stand for all future bookings, making repeat booking easier, so please let us know should any details change.

**Name of hirer: Today’s date:**

**If hiring on behalf of an \*organisation, please state name:**

 \* On behalf of the organisation referred to above, I can confirm that Public Liability cover will be provided through:

Insurance Company: Policy Number:

**Address of hirer:**

 **Postcode:**

**Telephone number:**

**Email address:**

**\* Would you like to be added to our e-mailing list? Yes / No (please delete)**

\* We use our e-mailing list to send very infrequent information on Conquest Centre’s work, events and fundraising activities. We will never pass your details to anyone else. Should you wish to be removed from our e-mailing list at any time either unsubscribe, using the link included in all mailings or let us know at info@conquestcentre.org.uk or call 01823 433614.

**Purpose of hire:**

**Which facilities do you wish to hire, when and for how long:** (Note: Conquest jumps are included in Arena Hire)

**Indoor Arena:** Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Time(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Outdoor Arena:** Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Time(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Stables:**  Quantity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Indoor arena:** £201 p/day / 1 or 2 horses = £26 p/hour / 3+ horses = £31 p/hour / Organisations, societies & clubs = £31 p/hour

**Outdoor arena:** £86 p/day / 1 or 2 horses = £16 p/hour / 3+ horses = £26 p/hour / Organisations, societies & clubs = £26 p/hour

**Both arenas:** £236 p/day / **Stable hire:** £11 p/stable

**What we do with your data:** Your information may be stored on a ‘third party server’, for example we use Microsoft 365, but wherever it is stored we are committed to protecting your privacy as legally required and take appropriate security measures to safeguard your data and prevent any unauthorised access to it. Also, as a charity, we need to provide information on users of our services in order to gain funding. The information shared is always **anonymous** which means it could never be linked back to an individual. For example, we may share information on the number of ‘Facility hires’ within a certain period, type of use or number of attendees.

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Reg. Charity No: 1103883 / Reg. Company No: 5079915

**Conditions of Hire**

1. **Full payment is required in advance/at the time of booking and is non-refundable.**
2. The person completing this form shall be considered the hirer and if hired on behalf of an organisation (society or club) then such organisation (society or club) shall be considered to be jointly and severally liable with the hirer.
3. The hirer shall not use the facilities for any purpose other than the stated “purpose of hire” shown on this 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.
4. The hirer must ensure that all attending the session(s)/event(s) stay within the bounds of the loan (eg. the facilities hired). On no account should anyone enter any of the farm buildings. Note: the main drive and outside the houses are NOT to be used for car parking.
5. The hirer must ensure that all animals engaged in the event or permitted to attend are in good health and are up to date with vaccinations (for example: flu & tetanus).
6. The hirer must read all fire notices exhibited and bring their contents to the attention of those attending. **Smoking is NOT permitted anywhere on site.**
7. Conquest Centre will not be responsible for any loss or damage arising out of the hiring or for any oss, damage or injury which may be incurred by any persons or animals using the facilities during the hiring.
8. The hirer shall indemnify Conquest Centre against any claim which may arise out of the hiring or which may be made by any persons using the facilities during the hiring in respect to loss, damage or injury and the hirer shall indemnify Conquest Centre for the cost of the repair for any damage done to any of the facilities which may occur during the period of or as a result of the hiring.
9. The hirer will leave the facililties in a clean and tidy state, ensuring all equipment is put away (jumps etc) & all appliances are switched off at the end of hire (lights etc) or additional charges will apply. Guidance on specific equipment will be given at the start of hire.
10. Regarding an equestrian event: no bedding/hay or droppings to be left in the car park.
11. Dogs on site by prior arrangement only. All dogs to be kept on leads outside the arena. Dog faeces must be picked up and disopsed of at home/off site. Conquest Centre reserves the right to ban any dog should it be deemed necessary.
12. Conquest Centre reserves the right to cancel any booking (including stable hire: should there be infectious diseases reported in the area eg. strangles). A full refund or alternative date would be given/offered.
13. Conquest Centre reserves the right to decline any request.

Hire Agreement

**I, the named hirer, confirm I have read & agree to the Conditions of Hire: Yes / No** (please delete)

**Preferred method of payment:** Help us, your local charity, to get 100% of the funds raised through Facility Hire by paying via BACS as there is no handling fee! You can easily set this up with your bank using the following details:

Conquest Equestrian Ltd, Sort code: 20-85-26, Account No. 33801667. Quote your Surname as the reference.

You may also pay by credit/debit card when booking although we do incur charges for this payment type, hence the above ‘preferred method.’

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