



Venue Hire Terms & Conditions

- All facility hire bookings are deemed as confirmed on receipt of a completed and signed booking form with payment of deposit as per the booking form. Deposits are non-refundable.
- Prices stated include only the facilities listed on the booking form; other facilities may not be used without prior consent/payment (i.e. other arenas/stables/P.A. equipment etc.). Any additional time for setting up – course building etc. is at extra cost and by prior arrangement.
- Arena hire does not include dressage boards, show jump kit, steps or the water complex. The set-up of dressage arenas or the use of fences will be charged additionally as detailed in the booking form.
- Total hire amount must be paid seven days prior to the event unless otherwise stated on the booking form. If an event is cancelled with less than 24 hours' notice the hire fee is not refundable.
- Correctly fitting and fastened hard hats (to standard PAS015 or SEI ASTM F1163 04a onwards or SNELL E2001) and correct footwear must be worn at all times when riding on the showground.
- The hirer must take out appropriate employee and public liability cover as necessary and a copy of the Insurance certificate must be lodged with Vale View Equestrian prior to the event.
- All hirers must execute their own Health and Safety written Risk Assessment and a copy must be lodged with Vale View Equestrian prior to the event. Vale View have carried out their own risk assessment for the site and these are available to view in the office on request. The hirer must provide their own First Aid provision if deemed necessary within the risk assessments.
- Vale View Equestrian must be informed immediately in the event of an emergency and the relevant Emergency Services summoned if necessary using our location details: Vale View Equestrian, Nottingham Lane, Old Dalby, Melton Mowbray, LE14 3LX. Grid Reference SK 23697, X 466718, Y 323697, Latitude 52.806708 Longitude -1.011723.
- Incident Reporting - Incident reporting forms are held by Vale View Equestrian and should be completed at the time of any accidents/incidents involving any injury in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. A copy of the completed form must be lodged with Vale View Equestrian as soon as is practicable following any accidents/incidents and must include details of any witnesses and statements.
- All droppings must be removed from arena surfaces and lorry Park. A minimum fee of £50 for clearing up after an event will be chargeable to the hirer.
- Lungeing is not permitted in the outdoor arenas or water complex.
- Vale View Equestrian accept no responsibility for any loss, injury or damage incurred to or by any participant, property or animal using the facilities or taking part or otherwise attending the event.
- Safety cups must be used in the correct manner when back rails are used on show jumps. Training can be provided.
- All breakages must be paid for in full, charges available on request.
- Vehicles must only be parked in designated areas and must not block exits/entrances.
- Dogs must be kept on leads and under control at all times, please clear up after your dog.

Vale View Equestrian, Old Dalby, Melton Mowbray, Leicestershire, LE14 3LX

Telephone: 01664 823739 www.valeviewequestrian.co.uk Email: Julie@valeviewequestrian.co.uk

VAT Number: 855717690





VENUE HIRE BOOKING FORM

Thank you for booking Vale View Equestrian. Please complete, sign and return this form together with 50% of the hire fee as deposit to secure the booking to:

Vale View Equestrian, Nottingham Lane, Old Dalby, Leicestershire, LE14 3LX

Name of Assoc./Organisation/Club etc.....

Contact Name

Address

Daytime Phone No..... Mobile No.....

Email address.....

Type of event/competition

Employee and Public liability Insurance provider.....

Date of EventEstimated No. of competitors.....

Hire Start Time Finish time

FACILITY	Fee (£)	Fee (£)	Fee (£)
National Indoor Arena Surface (66m x 24.5m) Cushion Track		PA System	
Big Outdoor Arena Surface (70m x 30m) Wax Track (adjacent Indoor)		Show Jump Fences	
International Indoor Arena Surface (70m x 30m) Cushion Track		Portable XC Fences	
Small Outdoor Arena Surface (68m x 20m) Wax Track		Dressage Boards	
Eventing Water Complex & Surrounding Track		Other Equipment	
Catering / Restaurant reqd		Stabling	
Whole Venue Hire (2 x Indoor, 2 x Outdoor Schools, Restaurant, Lorry & Car parks. (Excludes the cost of staff for set up)			
Total Fee (excl. of VAT):			£

Please Note: Vale View will ensure the hired facilities are fit for purpose; however we cannot accept any responsibility for organisation of events, health & safety, or first aid. The hirer must take out appropriate employee and public liability cover as necessary and a copy of the Insurance certificate must be lodged with Vale View Equestrian prior to the event. It is the hirers' responsibility to ensure all horses and riders only use facilities as specified in the hire agreement. It is the sole responsibility of the hirer to ensure that someone is responsible for picking up droppings for the facilities hired, (including lorry park) throughout the day. If facilities are not maintained as they should be, the hirer will be invoiced for any damages. Please return this form with a 50% deposit of the agreed price; this is refundable if cancellation is made up to 6 weeks prior to the hire date. The balance should be paid prior to the commencement of the hire. Use of the facilities is only for the dates agreed. Any additional time for setting up – course building etc. is at extra cost and by prior arrangement. By signing below, you agree to our Facilities terms and Conditions.

Important Note: This agreement forms part of and must be read in conjunction with the enclosed 'Vale View Equestrian Venue Hire Terms and Conditions' document.

Signed Date.....

Vale View Equestrian, Old Dalby, Melton Mowbray, Leicestershire, LE14 3LX

Telephone: 01664 823739 www.valeviewequestrian.co.uk Email: Julie@valeviewequestrian.co.uk

VAT Number: 855717690





2016 VENUE HIRE FEES

Clinics

International Arena (70mx30m)

Mon-Fri 8am-4pm

£40 + vat per hour

Mon-Sun after 4pm

£60 + vat per hour

National Arena (66mx25m)

Mon-Fri 8am-4pm

£35 + vat per hour

Mon-Sun after 4pm

£50 + vat per hour

Weekend hire for clinics is not normally available but please ring the office to check availability.

Outdoor Arena

£30 + vat per hour

Water complex, steps & fences

£35 + vat per hour

Bookings for weekend shows / lecture demos

I.e. 12 hours – 7am to 7pm

Full Venue Hire

£1500 + vat per day

Two Indoor Arenas, 2 Outdoor Arenas, Restaurant, lorry and car park (excludes staff and set up costs)

International Arena and Warm-up Arena

£900 + vat per day

(Includes seating area)

National Arena and Warm-up Arena

£650 + vat per day

Outdoor with Steps, water & fences

£35 + vat per hour

(Shared warm-up arena)

Individual Hire Rates

International Arena Mon-Fri before 4pm

£30 + vat per hour

National Arena Mon-Fri before 4pm

£25 + vat per hour

Outdoor Arena

£15 + vat per hour

Water Complex

£15 + vat per horse

Restaurant for meetings, lectures etc.

£30 + vat per hour

Restaurant with full catering service can be provided to suit requirements, please contact the office for details

Hire of Show Jumps (full course) per day

£125 + vat

Hire of PA (per arena) per day

£50 + vat

Hire of Timing Equipment

£50 + vat

Hire of Dressage Boards per day

£30 + vat

All prices advertised correct at time of press - Errors and omissions excepted

Vale View Equestrian, Old Dalby, Melton Mowbray, Leicestershire, LE14 3LX

Telephone: 01664 823739 www.valeviewequestrian.co.uk Email: Julie@valeviewequestrian.co.uk

delivered by



VAT Number: 855717690

