



DUCHY
COLLEGE



EQUESTRIAN CENTRE TERMS OF HIRE
SEPTEMBER 2024 TO SEPTEMBER 2025

BOOKINGS | INSTRUCTIONS

College facilities are only available for hire when not in use for academic and college-related activities.

Casual, hourly bookings are made online using the website My Riding Life www.myridinglife.com Search for 'Duchy College' under 'All Events' and hourly slots can be booked and paid for online. Proof of public liability insurance must be provided.

For longer periods of hire, or hire of multiple arenas, please contact Equine Events on 01579 372210 or email equine.events@duchy.ac.uk. A provisional booking can then be made and the following procedures will apply:-

1. Upon receiving the booking form and information

- Read the formal guidelines in this document
- Read and adjust the risk assessment if necessary or provide your own risk assessment
- Provide proof of public liability insurance
- Check prices and details
- Complete, sign and return the booking form, along with a non-refundable deposit stated in the booking form (deposits will be refunded if the College has to cancel bookings due to unforeseen circumstances).

2. After Confirmation

- Retain this document for the following information:
 - Contact information
 - Emergency Contact information
 - Booking guidelines
- Contact the College for amendments or cancellations

3. Arrival Time

- Arrive as arranged.

Equestrian Centre Contact information

Equine Events - 01579 372210 Email - equine.events@duchy.ac.uk
Equestrian Centre Office - 01579 372247



BOOKINGS | FORMAL GUIDELINES

Important—please read before you sign your booking form

Confirmation of booking implies understanding of and agreement with the following terms:

1. All persons hiring facilities for instruction must be qualified in their vocational area and be registered with professional bodies where Duchy College deems appropriate (documents required on first hiring).
2. It is college policy for hirers to provide proof of public liability insurance certificates for any bookings using the college facilities.
3. Risk assessments must be completed and signed for activities held within the equestrian areas. The hirer must at all times be aware of and accept responsibility for the Health & Safety of all their guests.
4. Hirers must familiarise themselves with emergency procedures, the location of wardens, the telephone numbers and first aid boxes. All hirers accept responsibility for informing guests of such procedures.
5. No hirer must ride a horse alone in the arena, a person must be on the ground to assist. A charged mobile phone which has signal must be available for use by the hirer in case of an emergency.
6. All hirers/competitors are responsible for ensuring that they themselves and everyone mounted or handling horses are wearing correct, up to date standard PPE (riding hat and body protector where appropriate) as per the governing body guidelines (British Dressage/British Show Jumping etc).
7. 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 must be picked up and the arena parking must be left tidy.
8. Damage to or loss of college property must be paid for. Any damages (before or after use) to be reported to the booking member of staff or a member of the yard team. Failure to do so may result in the levying of additional charges.
9. Accident Report Forms must be filled in immediately if an accident occurs. Forms are available from Reception or Duty Staff. Any accidents/incidents to be reported to the Equine Events Secretary as soon as possible - 01579 372210, an answer phone facility is available.
10. Duchy College's usual invoice and payment terms apply for all hire agreements, unless previously agreed and confirmed.

BOOKINGS | FORMAL GUIDELINES

Terms being:

- A non-refundable deposit is paid with the booking form
 - Invoice usually issued within seven days of event.
 - All payments due in full within fifteen days of the Date of Invoice.
10. All hirers take responsibility for their guests and attendees, undertaking to ensure no behaviour or activities inappropriate to an educational establishment. To ensure the health, safety and wellbeing of Duchy College staff and students, all guests and attendees must stay in the allocated area that has been hired.
 - If the College's Safeguarding Policy (Copy available on request) is contravened in any way Duchy College reserve the right to terminate any such hire agreement immediately, without refund.
 - Children must be supervised: areas not involved in the hire are off-limits.
 11. Duchy College 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. Appropriate insurance must be held for the property.
 12. Provisions of catering must be approved by the College prior to the event. No barbeques are to be used anywhere on College grounds.
 13. All dogs must be kept on leads.
 14. No loose schooling is to be conducted within any of the arenas.

Cancellations

All cancellations must be made at least one week before the booked date for full day hire and 48 hours before hourly hire. Deposits will not be refunded unless cancelled by Duchy College or in the event of extreme weather. Hourly slots cancelled without the required notice will only be refunded/credited if the slot can be rebooked. Cancellations must be in writing to: Equine Events Secretary, Duchy College, Stoke Climsland, Callington, Cornwall, PL17 8PB. Email is also accepted: equine.events@duchy.ac.uk

Failure to do so may result in the full fee being charged.

BOOKINGS | CAR PARKS, ACCESS & USAGE

Please observe a ten mile an hour speed limit on Duchy College grounds

Parking is in the main student car park at the bottom of the hill. There is no access to any vehicles beyond this point.

- Access to equine facilities on the day before an event must be arranged with the Equine Events Secretary.
- Where large numbers of people are expected it may be necessary to use our overflow parking facilities, this must be arranged in advance.
- Hirers are expected to provide at least one person to oversee the parking areas and act as an attendant.
- The parking attendant should make themselves known to the Equestrian Centre staff or the Duty Warden prior to commencement of activities.
- Users of the car park do so at their own risk. Duchy college will not accept liability for any accidents, damage or loss incurred.

Vehicles must not:

- Park on grass verges.
- Obstruct entrances or exits
- Park in areas indicated as No Parking areas.
- Park below Sam's Refectory/The Zone (Disabled parking only)
- Horse boxes and trailers are not permitted onto the yard without prior arrangement.

Dogs & Horses:

- All dogs must be kept on leads.
- No horses are to be ridden or grazed on the grass verges or banks
- Hirer ultimately responsible for cleaning up after animals.

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



HIRE OF FACILITIES | LIVERY AVAILABLE

Hire Charges from 1st January 2025 - VAT @ 20% is included

PA System Included in price (when available).

Indoor Arena A £27.00 per hour

Indoor Arena B & Outdoor School £25.00 per hour

(This includes the use of 4 pairs of upright wings plus poles) (A 24x60 B 20x40 O/S 24x60)

Equestrian Shows (All day 8am to 5pm)

Indoor A £170.00 **Indoor School B/Outdoor School** £140.00 **All Arenas** £400.00

Dressage Boards £10.00 Not off-site. Breakages to be paid for.

Competition Show Jumps £65.00 Full Set, not off-site. Breakages to be paid for.

Timing Equipment Hire £20.00 Per Day

Camps: Starting from £38 per person, per day depending on numbers and facilities required.

		Per Day	Per Evening	Half Day
Non Equestrian use	Indoor A	N/A	N/A	N/A
	Indoor B	£180.00	£100.00	£90.00

All shows to run from 8.00am to 5.00pm unless otherwise arranged with the Equine Events Secretary (Tel: 01579 372210).

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

Stabling:

Working Livery

Prices start at £30 per week during term time. Please ring the yard manager on 01579 372247 for more details.

DIY Livery

Option 1 - £56 Per week not including turnout (temporary/short term livery)

Option 2 - £72 Per week including turnout (Please note that winter turnout will be weather dependent. If poor weather prevails, we reserve the right to close the fields completely until the weather improves).

Temporary Stabling (when available - bedding NOT included)

Per Night £30.00 Per Day £15.00

Please note: All horses using the stable yard facilities must be vaccinated for Influenza and Tetanus. Horses' Passports and Vaccination records will be checked before entering the stable area. For further information and livery terms and conditions contact the Equestrian Centre Manager on 01579 372247 or email: equestriancentre@duchy.ac.uk or visit www.duchy.ac.uk.

CONTACT US

Duchy College Bookings and Further Information Contact:

Equine Department

Equestrian Office and Stable Hire:

01579372247

Equine Events Secretary & Facility
Hire:

01579 372210



In the event of an emergency

Dial 999 if deemed necessary. First Aid Boxes are situated in both indoor schools.

Duty staff have access to a Defibrillator

Contact the Duty Warden

Mobile - 07773 367483

At other times contact Reception on 01579 372427 8am to 5pm

Or the Stable Yard Office on 01579 372247 7am to 6pm

Or the Equine Events Line on 01579 372210 (Mon - Fri 10am - 1pm)

Risk Assessments need to be completed for all activities taking place in the equestrian area.

Accident Report Forms must be filled in immediately if an accident occurs.
Forms are available from Reception or Duty staff.

Any accidents/incidents must be reported to the Equine Events Secretary as soon as possible - 01579 372210, answer phone facilities are available or email: equine.events@duchy.ac.uk

All hirers must have their own public liability insurance.



Safeguarding During Equine Competitions & Facility Hire

As we are an educational establishment with residential students we ask you to observe the following safeguarding guidelines whilst you are on site for the duration of the Competition/ hire:

- Please be aware that we closely monitor who comes on to the Duchy College site. Do not be offended if you are asked why you are on campus & please explain that you are here to compete or hire the facilities.
- Equine Students will be helping with the competitions. They will be happy to help & answer questions where they can but please be aware they are learning & not permitted to handle your horses.
- Please remain in the Equine Centre, lorry park (student car park) & sports hall to access showers (two-day competitions only) for the duration of the competition or facility hire.
- During the competition or facility hire, competitors & guests must not access student areas or engage with students outside of the Equestrian Centre under any circumstances. These are the pastures building & restaurant, residential accommodation & the playing fields as seen on the map below.
- If anyone has a concern about any students during the competition please report to a member of Equestrian Centre staff on 07815 482313 8am - 4pm or the Accommodation Team on 07773 367483 outside of this time.





The equestrian department based at Duchy College Stoke Climsland is well established, well-resourced and provides a full range of courses to suit students of all levels. The facilities include two indoor schools, an outdoor school, a covered horse walker, two solariums, a weighbridge and stabling for up to 56 horses. Various competitions, demonstrations and clinics are held at the College throughout the year, some are run internally and others are organised by outside organisations.

The College prides itself on producing practical and highly skilled students, who are well trained to work in the industry. With excellent links to employers in the UK, Europe and worldwide, our students have the ability to train and develop skills for employment in the ever expanding equine industry.

Duchy offer a range of equine courses from Level 1 Equine Skills to Research Masters Degree at Level 7.

For More Information

Visit the website www.duchy.ac.uk or contact us on 0330 123 4784

To enquire about Duchy College events or to hire our facilities please visit the website or contact the Equine Events Secretary on 01579 372210 or email: equine.events@duchy.ac.uk
Duchy College, Stoke Climsland, Callington, Cornwall, PL17 8PB

Find us on Facebook at <https://www.facebook.com/DuchyCollegeEquineEvents/>