

**EQUESTRIAN CENTRE TERMS OF HIRE
JANUARY 2026 TO AUGUST 2026**



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/make your online booking.

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. Duchy College strongly advise that all horses/ponies using the arena facilities, via direct hire or attending an external hire, are vaccinated correctly for Equine Influenza and Tetanus
7. 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).
8. 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.
9. 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.
10. 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.
11. Duchy College's usual invoice and payment terms apply for all hire agreements, unless previously agreed and confirmed.

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.
12. 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.
 13. 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.
 14. Provisions of catering must be approved by the College prior to the event. No barbeques are to be used anywhere on College grounds.
 15. All dogs must be kept on leads.
 16. **No lunging or 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 Hive (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 2026 - VAT @ 20% is included

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

PA System/music player - Included in price (Large indoor ONLY - when available)

Camps: Starting from £40 per person, per day depending on numbers and facilities required.

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 £34 per week during term time. Please ring the yard manager on 01579 372247 for more details.

DIY Livery

From £74 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 need to be checked in advance of any stable bookings. 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: 01579 372247 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

Outside of normal College hours - 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 8am to 4pm, 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. 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 General College 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 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/>

Risk Assessment

Reference No : EQ00693



Activity XC Fence hire - XC fences in bungalow field	Location Duchy College Equestrian Centre Bungalow Field
Risk Assessment Level : Medium	Asbestos Related? No

Hazards or Harm

Hazard or Harm	Who is at Risk	How are Risks currently controlled	Are additional control Measures needed
Fall of horse or rider. Possibility of cuts, bruises, broken bones, head injuries	Riders / Person hiring the facilities	First aid kits are accessible in both indoor arenas. Riders or instructor must ensure all riders wear appropriate PPE (Body Protector, Skull cap or hat with soft peak) to current safety standards. If the instructor of a lesson deems a horse to be unsuitably trained or exhibiting dangerous behaviour, they must ask the rider to dismount and leave the field. The college gives the following guidance in the bookings terms and conditions information - riders to have a person on the ground to assist if there is an accident. A mobile phone, with signal and charge, to be with the rider to enable them to call for help during an emergency. During College hours (8am to 4.30pm) there is an emergency number for the yard staff 07815 482313. In case of the need to phone for an ambulance - the What3Words code for the gateway to the field is riding.cabinets.clogging. The postcode for the College is PL17 8PB.	No
Slips / trips and falls.	Rider / Person hiring the facilities.	At the start of the session the person hiring the facilities is to assess the jumps and field for potential hazards. Contact the yard staff if there are any hazards. Regular checks of the jumps and field will be undertaken by staff.	No
Horse refuses to jump, runs out, pecks on landing or jumps overly big	Rider	The person who hired the arena is only to jump within their own and the horse's capabilities. There must always be a helper in the field to assist and get help if required. A mobile phone, with charge and signal must be available for use. The yard staff are available on the yard mobile during College hours 07815 482313. Riders to wear	No

		appropriate PPE (body protector, skull cap or hat with soft peak) to current safety standards.	
Horse shies / frightened by noise or another animal	Rider / Spectators	Any spectators are to be kept at a safe distance from the jumps. All riders to wear appropriate PPE up to current standard. If the rider deems a horse presents dangerous behaviour they must dismount and leave the field. First aid kits are accessible in both indoor schools. All riders must always ensure that they have a helper in the field and never ride alone.	No
Horse / rider /spectator kicked by a horse	Rider / Spectators	Riders not to let horses become too close to each other. Spectators not to be too close to the horses. Spectators are to stay a safe distance from the jumps. There must always be a helper in the field to assist and get help if required. A mobile phone, with charge and signal must be available for use. The yard staff are available on the yard mobile during College hours 07815 482313. Riders to wear appropriate PPE (body protector, skull cap or hat with soft peak) to current safety standards.	No
People or vehicles damaged by a horse in car park area	Everyone in the car park area.	All lorries/trailers to park in the normal car park (tiered/student car park behind the indoor arenas). The person hiring the facilities must ensure that people attending park as appropriate.	No
Movement of horses across campus from car park to field	Rider/Person hiring the facilities	Horses to go from the car parking area to the field up the front driveway using the following route - along the drive from the student car park towards the arenas; turn left at the end of the drive past the end of the Sam's building; turn right along the back of Sam's next to the LRC building; turn left up the front driveway, past Reception, up the drive and the field is the last one on the right. The route will be signed. Care to be taken when passing any vehicles or pedestrians. The college should be very quiet as it is not term time so there will be no students around and minimal staff.	No
Loose horses in the event of a rider falling off	Rider/Person hiring the facilities	The gate to the field is to be kept closed at all times to avoid a loose horse from escaping the field.	No
Damage to any fences	Rider/Person hiring the facilities	Any damage to fences must be reported to yard staff in person or on the yard mobile if during College hours (8am to 4.30pm). If damage occurs outside College hours please text the yard mobile or email equine.events@duchy.ac.uk Staff will assess and repair any damage (if possible) or if not possible - mark fences with a sign and flags as not to be jumped.	No
Maximum numbers of horses in the field	Rider/Person hiring the facilities	A maximum number of 5 horses/riders to be in the XC field at any one time unless by prior arrangement with the Equine department.	No

Correct direction of jumping the fences	Rider/Person hiring the facilities	Two fences (the wide and narrow roll tops along the top fence line near the driveway) can only be jumped in one direction - please adhere to the flag rule of red on the right. All other fences may be jumped in either direction, between the flags, but not necessarily with red on the right.	No
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Risk Assessment Action Plan

Immediate Action Required to Reduce Risk

Action Required	By whom
This risk assessment is attached to the booking conditions for all online bookings of the field XC fence hire. At the start of the training session the person hiring the facilities is to assess the condition of the fences and field for potential hazards and inform the yard staff if they find any issues. All riders must wear appropriate PPE (body protector, skull cap or hat with soft peak) of current standards - information about which is also attached to the booking conditions for all online bookings.	Person hiring the facilities.

Further Action Required to Reduce Risk

Action Required	By whom	When
The field and fences are to be regularly checked by staff to ensure they are safe.	Yard staff	Ongoing

Additional Notes

Completion Details

Person carrying out Risk Assessment Nicky Bull	Date of Assessment 01/07/2025	Review Date 01/07/2025
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Has this Risk Assessment been communicated to all relevant persons ? No

Line Manager Zoe Barwell	Date of Approval 01/07/2025	Campus Stoke Climsland	Department DSG Equine
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Keywords : Equine, Falls, Horse Riding



BHS Approved Centres and BHS Assessments Hat Rules 2025 v1

Hats must meet ALL of the requirements of ONE of the following rows:

Standard and Date	Quality Assurance Mark	Examples
1 PAS 015 (2011)	AND MUST HAVE BSI Kitemark Or Inspec IC Mark	
2 VG1 01.040 (2014-12)	AND MUST HAVE BSI Kitemark Or Inspec IC Mark	
3 ASTM F1163 (2015 or 2023)	AND MUST HAVE SEI mark	
4 SNELL (E2016 or 2021 onwards)	AND MUST HAVE Official SNELL label and number	
5 AS/NZS 3838 (2006 onwards)	AND MUST HAVE SAI Global mark	
6 BS EN1384: 2023	AND MUST HAVE BSI Kitemark Or Inspec IC Mark	

IMPORTANT INFO FOR CROSS-COUNTRY ACTIVITIES: Only a 'Jockey Skull' of an even round or elliptical shape with a smooth or slightly abrasive surface, having no peak or peak type extensions may be worn for any XC activity. Noticeable protruberances above the eyes or to the front, not greater than 5mm, smooth and rounded in nature are permitted. A removable hat cover with a soft flexible peak may be used.

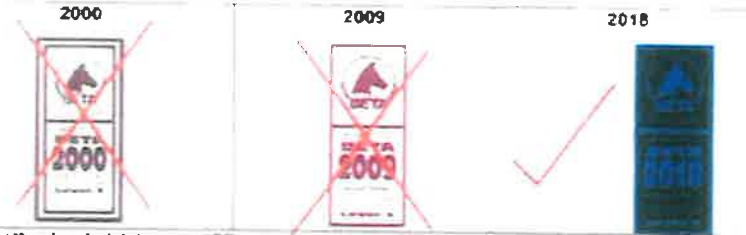
HEAD CAMS: When hats are tested against the requirements of a standard, they are done so with no extra additions on the hat i.e. with no head cam attached. Therefore, it is currently not known how the addition of a protruberance such as a head cam affects how the hat would respond during an impact. Therefore, the use of HEAD CAMS are not recommended at any Approved Centre activity. This includes use on the head, chest, bridle or any other part of the horse or rider. HEAD CAMS or any recording devices are not permitted for use during BHS Assessments.



BHS Activities Body Protector Guidelines 2025 v1

Only body protectors to the following specification are acceptable at any BHS activities where the use of body protectors is mandatory.

A BETA Level 3 displaying a Blue 2018 Label



Any other levels / dates are NOT acceptable* and will not be allowed at events where body protectors are mandatory. If a Label containing a correct date is not present, the body protector will not be accepted.



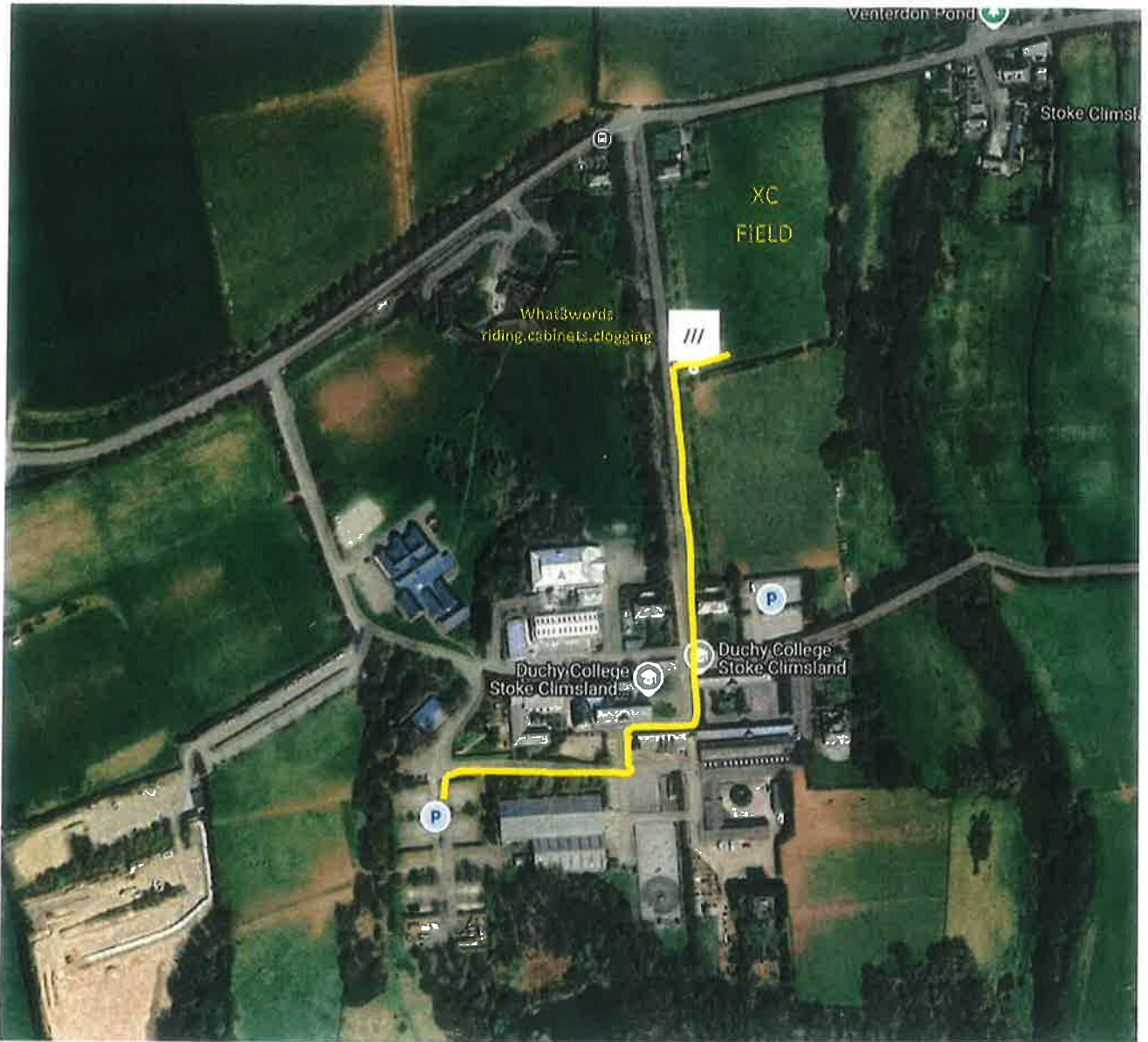
- * Where the use of a body protector is mandatory, all jackets are permitted but MUST be worn over a permitted Level 3 body protector.
- * Air jackets may be worn without another body protector underneath (only where the use of a body protector is not mandatory for that phase).
- * Hybrid Air jackets (a manufactured Level 3 Body Protector and Air Jacket) or 'hybrids' are permitted.
- * Brouse/Gel type Air jackets are permitted in accordance with point 1 above.
- * 'Evo Body Cages' type body protectors continue to be permitted (see below), but the candidate MUST wear the BETA jacket due to the alternative system they employ (if their).



IMPORTANT INFORMATION

*The Only exception to the requirements for a BETA Level 3 2018 label is that Evo Body Cages will continue to be accepted, provided they have a BETA Level 3 2000 purple label.

Route from Car Park to XC field



Please ensure that the gate to the field is kept closed. Please check field and jumps for hazards before use. Please report any hazards/damages to Yard staff in person or on the Yard mobile 07815 482313 during College hours (8am to 4.30pm) or via text to Yard mobile or by emailing equine.events@duchy.ac.uk out of hours.