

## **Private Arena Hire Procedures and T&Cs**

### **As of February 2025**

All hirers are responsible for their own first aid cover, including any other persons/party they bring with them.

The use of jumps and dressage boards is permitted only where the hirer has paid for this.

Where the hire includes a showjump course (already set up), the fences are not to be moved or altered (including distances) except for the height.

Where hire includes the use of jumps (set up by the hirer), jumps must be of safe construction e.g. no false ground lines, safety cups and heavy poles must be used on the back rail of any spreads.

Smoking and vaping only permitted in the designated areas.

Hirers are permitted only in the horsebox parking area and the arena which they have hired. Access to all other areas of the campus is not permitted.

All sessions must be booked and paid for online. In the event you are unable to attend a booked session you must notify us. A 50% refund will be applied to bookings cancelled more than 24 hours before the scheduled time. Any booking cancelled with less than 24 hours' notice will be charged at the full rate and no refund will be given. Cancelled bookings may not be re-booked or rolled-over to another session.

Adhere to signage on site.

All horseboxes, horse lorries and horse trailers must be parked behind the Indoor Arena through the double wooden gates which must be shut immediately after access and egress.

Parking spaces are available for you to use 15 minutes before and 15 minutes after your booking.

No horses are to be loaded or unloaded in the main car park.

Passports must accompany all horses and ponies.

Horses and ponies must be vaccinated against Equine Influenza Virus. The primary course must be complete plus any relevant boosters. The horse must have received a booster within the last 12 months but not within the last 7 days.

Equines must be fit, healthy and not showing any signs of disease, including a raised temperature, or have come from a yard where horses have displayed these symptoms in the last 7 days.

Practice good biosecurity measures whilst on site and do not allow your horses to touch any CWA horses, share water buckets etc.

A hard hat to the current British and European Standard with a correctly fitted chin strap must be worn at all times whilst mounted and is strongly advised at all other times whilst handling horses. Correct dress must be worn at all times; arms must be covered to shoulders and correct footwear must be worn.

No loose jumping in the Outdoor Arena.

Maximum of 6 horses in the Outdoor School at any one time and a maximum of 4 horses in the Indoor School at any one time unless otherwise agreed in advance with CWA.

Riders under 18yrs and non-riding children must be supervised by a responsible adult at all times.

Any person responsible for a stallion on CWA premises must take adequate precautions to ensure the safety of others and should inform yard staff that a stallion is present.

Hirers must have adequate public liability insurance for the activity they are undertaking.

Hirers are responsible for their own First Aid cover.

Any vet/paramedic costs incurred must be met by the injured party.

Dogs under the care of Equestrian Centre customers are not permitted anywhere on site, including in vehicles.

Please clear any droppings, bedding, rubbish etc. from the arena and car park before you leave.

All instructions given by CWA staff must be obeyed.

Accidents, near-misses, unsafe equipment and damage must be reported to staff immediately upon discovery.

Any breakages must be reported and paid for if deemed by management to be beyond fair wear and tear.

CWA reserve the right to interrupt and cease any activities deemed to be unsafe, unsuitable for the level of rider or detrimental to horse welfare. Any person or animal acting in a dangerous manner will be asked to leave the premises. Excessive use of whips or spurs, foul language, cruelty or abuse will not be tolerated and will result in the offender being evicted from the premises.

You agree to these procedures and T&Cs when you make a booking, your compliance is essential to ensure we can continue providing these facilities for public hire. Non-compliance will not be tolerated and will result in eviction from the premises without refund. **Spot checks will be made.** The CWA staff decision is non-negotiable and final.

The College of West Anglia (including CWA Enterprises) will accept no responsibility whatsoever for any loss, injury or damage to any person, or their property or animal, whilst on CWA premises.