**(Insert Business Name)**

**Terms & Conditions 2024**

**The Yard**

The yard is run to the highest professional standards and we expect our staff to deliver the same.

All staff are DBS checked and hold current Equestrian specific First Aid certificates and up to date Safeguarding certificates.

Yard staff are either industry accredited or are in the process of becoming so.

**Website & Social Media**

We have a website and a Facebook page. If you purchase photographs at shows we would greatly appreciate you forwarding them on to us to allow us to use them on these platforms for promotion/purposes.

In signing the Terms and Conditions you are agreeing that pictures and details of pony and rider can be used on both Facebook and the website.

**Costs**

We email invoices every 4 weeks from the date of arrival. Payment is due 14 days from invoice date. We are happy if clients wish to set up a different arrangement for invoicing / payments and can liaise with you individually.

**Standard Costs**

**Show Production / Breaking and Short Term Schooling**

These services include schooling, feed, hay / haylage, bedding, clipping, trimming and all lessons. £? per week including VAT.

**Show Fee**

A standard show fee of £? is charged per each show attended. Where your animal is stabled overnight at shows an additional cost of £? per night is charged to cover the costs for additional bedding and feeding. Prices plus VAT.

**Box Retention**

If your animal leaves at any point throughout the season and will be returning, we require that a weekly box retention fee of £? to ensure that we are able to keep that stable available for you. Horses/ponies leaving yard mid-season will be required to be on the yard 14 days prior to any show.

**Transport**

We hold a full national Operators Licence. All drivers of the horsebox hold advanced certificates in Equine transportation and have up to date CPC training and insurance for transporting animals not in our ownership. We are bound by transport laws including recording, maintenance and drivers hours. If you require us to transport for you, journeys are costed on a mileage basis. For journeys over 100 miles the standard charge remains at £? per mile plus VAT. For journeys under 100 miles the standard charge is £? per mile. Travel is costed both ways unless there is an opportunity to fill the return space.

**Sales**

We offer a sales service at the standard livery cost, included in this we will advertise on our website and social media platforms and on other sites (additional cost). We will manage calls, arrange viewings and deal with vetting’s and transportation. We work on a 10% commission basis on all sales on the final agreed price.

Additional Costs

We aim to be as transparent as possible regarding all costs. Hence we have listed below any additional costs that may be incurred throughout the season.

**Worming**

In conjunction with our veterinary practice we worm count twice a year. The practice advises whether or not a wormer is required. If a wormer is prescribed then we will re worm count 2 weeks after it has been given. All new animals arriving on the yard will be worm counted immediately and then will follow the regular yard programme.

Worm counting is plus VAT and is added to your invoice.

**Farrier**

There is a standard charge for trim, half or full set, these are plus VAT and are added to your invoice. Each animal is different but we normally advise shoeing every 6-8 weeks.

**Dentist**

Animals are checked twice yearly and then work carried out as necessary. Animals arriving mid-season will be checked on arrival. Work is charged plus VAT and is added to your invoice.

**Physio**

Animals will be seen as we feel necessary but clients will be consulted prior. Pre RIHS and HOYS physio sessions are booked 1-2 weeks before the event to ensure all horse and ponies are in peak condition. Work is charged plus VAT and is added to your invoice.

**Vets**

? Veterinary Group are our local vets for emergency or routine work such as vaccinations. Clients are invoiced directly.

**Supplements**

If we feel that you Horse / pony requires a supplement, this will be discussed and agreed with yourself prior to commencement. You can either purchase these yourself or we can source them and this cost will be added to your invoice.

**Rug Washing**

We use a local firm who offers a weekly turn around and has a standard charge per each item being washed. We are more than happy for clients to do their own washing, please just advise at the start of the season. Rug washing costs are plus VAT and are added to your invoice.

**JMB**

All animals require a current height certificate at the start of the season until their 7th year when they can obtain life height measurement. We charge a one off fee of £? plus VAT which includes the JMB fee, preparation and transportation.

Entries

We deal with all entries for all shows. We choose shows on a month to month basis dependent on showgrounds, judges and travel. We can then provide you of a months’ overview so that you can make plans around these dates. We do require that you inform us in advance of any dates that you do not wish us to enter shows and also any shows that you would specifically like to do. We have a separate clients account for the entries and ask that you start the season with £?. We charge a one off £? administration fee per animal at the start of the year to cover all costs. We then keep track of your entries and keep you updated by email. When your account balance runs low you will be informed so that you are able to top this up before further entries are done.

At the end of the year a breakdown of all the entries completed will be issued along with the final credit balance owed.

**Grooms Contribution**

At some shows wristbands or tickets are required for access, we work out our staffing ticket requirements and then split this cost amongst all the clients entered at that show. This definitely applies to Royal Windsor, Royal International and Horse of the Year Show and some of the larger county shows. In these instances we add the cost to your overall Entries bill and you can pay the show direct or top up your entries balance on account.

**Sponsorship**

For the Championship shows we negotiate a sponsorship package to ensure better stabling and preferred parking. This cost is split between the clients attending those specific shows.

**Prize Money**

It is the client’s responsibility to collect prize money at shows. Where cheques are issued directly to us, these will be paid into the client’s account and your balance adjusted accordingly.

**Wardrobe**

We require you to provide a saddle, stirrups, a numnah and a bridle.

ALL items must be adequately labelled prior to arriving on the yard.

2 stable rugs, 1 turnout rug, a bib, 2 sheets and 2 hoods are required for shows.

Additional items may be required throughout the year.

For stay away shows we do require double rugs to ensure that animals are going to the shows in a completely clean wardrobe.

Please note that items, particularly sheets and hoods, do have considerable wear so you may need to replace with new ones throughout the season.

**Additionals**

All animals must come micro chipped with their passport. All registrations must be completed at the start of the year for pony, owner and child for each relevant society. Please note that any pony, rider or owner not registered at the time of the show will forfeit any qualification.

Passport should contain the current owner’s correct name and address.

Animals should be insured, including third party liability while on the yard and at shows. Insurance companies should be informed of the address where the animal will be stabled. We recommend that tack is also insured whilst staying on our yard.

I agree all to the Terms and Conditions set out in this document for 2024.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I agree that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ can be photographed at shows and these photographs and information used for promotional purposes on Social media and the website.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I agree to pay an initial £? per pony into the Entries Account and keep this topped up with a positive balance throughout the season. I will also provide black-out dates in the notes below where we will not be available and note any particular shows that we would like to do.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I agree that my personal data be held for the purpose of entering my animals at shows.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I agree that I have registered my animals, myself as owner and my child with the correct society for 2024 and that the passports are currently in my name.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I agree that my animal/s are insured on yard and at shows.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I agree to the yard owners accessing any emergency veterinary treatment that my animal/s may require whilst being stabled at the yard.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registration Details

Please note pony name and registration number. Owner name and registration number and rider name, age, DOB and registration number. Also HOYS numbers if known.