

## Student DIY Livery Agreement Sept 2022

### Terms and Conditions

- 1 Bishop Burton College, its employees, servants or agents of whatever type shall not be held liable for any loss, damage, injury, ill health or death to any animal, tack or vehicle or other object howsoever occasioned whether by negligence of the College, its employees, servants or agents or otherwise, nor shall any act or omission of the College, its employees, servants or agents render them or any one or more of them liable in any proceedings for damages or any other proceedings whatsoever which arise out of or in consequence of such an act or omission.
- 2 The fees quoted include one lesson every two weeks with a College Instructor, Forage and Straw bedding (allocated by yard staff), no hard feed is included.
  - (a) To secure a stable a deposit of £200 must be paid to Bishop Burton College Equine Unit by 31<sup>st</sup> July. You will be invoiced in advance for livery. You shall pay Bishop Burton College Equine Unit the Livery charge for each term in three instalments, to can pay by debit/credit card, one month before the start of each term. **Alternatively, you can elect to make one annual payment, for the academic year, before the 31<sup>st</sup> August, in which case you will receive a 10% discount. Livery payments are non-refundable.** Shoeing, feed, worming, saddlery and any veterinary costs will be invoiced separately. Forage is allocated and monitored by yard staff.
  - (b) If shavings bedding is required this can be requested from Equine Reception. All bales must be paid for in advance.
  - (c) Forage – staff will monitor. **Please note that if more than your allocation is used you will be charged accordingly.**
  - (d) Hard Feed – to be supplied by the client. (can be ordered from Equine Reception and will be invoiced monthly)
- 3 Arena availability will be allocated for the use of livery clients. Jumps must be booked to be used. Breakages will be charged at cost. External bookings have priority in the schools. For safety reasons horses are not to be jumped alone and you must ensure you are accompanied by another person on the ground.
- 4 Shoeing - to be arranged with Bishop Burton College Equine Unit's farrier through Equine Reception. Owners must be present to hold their horses for the farrier. If a

livery requires a farrier who is not the College's farrier they must make their own arrangements and inform the equine office in order for safeguarding procedures to be followed.

- 5 Worming – will be administered by the yard staff, in line with the other horses on the yard and recharged accordingly to the client.
- 6 All mucking out and tidying to be completed by 9.00am each day. Horses to be mucked out properly in the mornings. When the student is on early morning duties, DIY horses must be finished prior to the published starting time of their duty. Failure to do so will also be dealt with under the College disciplinary procedure. **Yard to be kept tidy at all times. Routines and Procedures as per industry standards must be followed.**
- 7 The area around the DIY livery stables **MUST** be kept clean and tidy at all times. Any equipment not put away neatly will be confiscated, and will only be returned at the discretion of the Yard Manager.
- 8 Horses to be left suitably dressed for weather conditions each day (i.e. no horses left in thick rugs in hot weather and must be warm enough in cold weather).
- 9 Limited turn out is available on a rota basis, subject to ground conditions. The procedure for access to turn out will be part of your yard induction. Liveries may use the horse walker providing permission has been granted by Yard Staff and appropriate induction for horse and owner taken place.
- 10 All horses are required to have an up-to-date Passport and vaccination certificate. It is a legal requirement to travel your horse with its passport and the passport must be signed in at Equine Reception when the horse arrives and signed out on any occasion the horse leaves the College. Therefore, no horses will be accepted at livery without their passport. Vaccinations can be booked in via equine reception. The client will be billed directly by the vet. We recommend that Bishop Burton College Equine Unit's Vets be used when necessary. Yard staff must be informed if a vet has been called. A veterinary surgeon will be called if it is deemed necessary by the yard staff, however in the first instance every effort will be made to contact the client. In the case of Under 18's leaving site to compete etc. parental/guardian permission must have been passed on to Equine Reception and normal signing out procedure as per residential students must be followed.
- 11 Any damage done by the animal over and above normal wear and tear, for example, although not an exclusive list; repairs necessitated by excessive gnawing and kicking, will be charged at extra cost.
- 12 Bishop Burton College Equine Unit cannot accept on to the yard any horses which the Yard staff suspect is carrying an infectious or contagious disease.

- 13 Clients are responsible for their own equipment which is to be kept in the livery tack room. All items must be clearly labelled to identify the owner. Liveries must have their own mucking out equipment. The College is not able to loan this out.
- 14 Insurance - Horses are NOT covered by Bishop Burton College Equine Unit's insurance whilst on the premises. Clients are advised to insure their horses and to make certain that their policy is adequate for their needs.
- 15 Personal accident insurance is strongly advised. Gold Membership of the BHS gives the member cover for third party, public liability and limited personal accident cover.
- 16 Before hacking out, route and approximate length of time MUST be reported to the member of staff on duty. The hacking track can only be used for walk and trot. Seasonal conditions must be taken into account.
- 17 Beds to be cleaned out completely when the horse departs permanently. If this is not done, then a charge for this will be made.
- 18 Yard Staff to be informed with 1 weeks' notice as to who is responsible for their horse if the client is away. Bishop Burton College Equine Unit will require proof of the agreement & if another person is to ride the horse, personal accident insurance details, together with parents' permission (if under 18). In the event of any difficulty finding a suitable person please let yard staff know with as much notice as possible so that arrangements can be made. There will be a charge for this service.
- 19 Full livery can be provided **subject to availability** and a minimum notice period of 2 weeks.
- 20 The Equine Centre Manager or Yard Manager reserves the right to ask the client to remove the horse at any time if proving to be unsuitable/unsettled. Horses must be removed within 1 week, failure to do so will result in the client being charged full livery costs until removal is affected. Bishop Burton College Equine Unit reserves the right to arrange for the transportation of the horse to the address of the client stated in this Agreement and to recover from the client on demand any expenses (including administrative) so incurred.
- 21 The client must make sure that it is noted in the livery diary every time the horse leaves or returns to the yard. Yard opening times must be adhered to unless by prior arrangement.
- 22 Clients must not return to the yard after late night checks.

- 23 Clients are not permitted to have visitors on the yard unless prior permission is sought at least 24 hrs before the event from the Yard or Centre Manager.
- 24 Horses not being looked after/exercised properly will be asked to leave (see term 19 above which will apply here). The College's decision is final.
- 25 The deposit of £200 is **non-refundable** on failure to take up the stable reserved unless notice of cancellation is received in writing before 31<sup>st</sup> July each year. In this event an administrative charge of £55 will be deducted from the deposit. The deposit of £200 will be refunded at the end of the academic year. Any outstanding charges incurred will be deducted from the deposit on departure.
- 26 Payment is due one month before the start of each term. No horses will be allowed onto the yard until full payment has been received from the client. The Livery charge can be paid annually in advance, (**for which you will receive a 10% discount**) or in three instalments, to be paid by debit or credit card one month before the start of each term.
- 27 The Livery charge relates to College terms. If livery is required outside of the term dates each year then a request must be made to the Yard or Centre Manager for which an additional charge will be made. Please note that livery will be limited in these periods. Arrival must be booked at least one month in advance. Arrival date and time must also be provided.
- 28 Please note that the client is liable for the cost of the stable for the full academic year (i.e. all 3 terms) even if the horse is removed from livery.
- 29 All payments due under this agreement have to be guaranteed by a parent, guardian or guarantor.

**I confirm that I have read and understood these terms, and agree to abide by them. This contract must be signed by a parent, guardian or guarantor.**

Client Name:	D.O.B:
Name of Horse:	FE or HE Student:
Address:	
Contact No:	Emergency No:
Signature:	Date:

**PARENT, GUARDIAN OR GUARANTOR**

**I guarantee the compliance by the student with the provisions of this agreement and will make good any shortfall in payments for livery or in respect of damage caused.**

Name:	Title:
Email:	Tel:
Signature:	Date:

**ADDRESS OF PARENT OR GUARDIAN IF DIFFERENT**

Address:
Post Code:

**SIGNED on behalf of BISHOP BURTON COLLEGE EQUINE UNIT, BISHOP BURTON, BEVERLEY, HU17 8QG**

Name:	
Signature:	Date:

# BISHOP BURTON College

## EQUINE DEPARTMENT

### LIVERY PROPOSAL FORM

NAME OF CLIENT: \_\_\_\_\_

INVOICE'S TO BE SENT TO: \_\_\_\_\_

STUDENT: HE/FE \_\_\_\_\_ COURSE: \_\_\_\_\_

#### **DETAILS OF HORSE**

NAME OF HORSE: \_\_\_\_\_

BREEDING/TYPE: \_\_\_\_\_ HEIGHT: \_\_\_\_\_

AGE/YEAR FOALED: \_\_\_\_\_ SEX: \_\_\_\_\_ COLOUR: \_\_\_\_\_

HOW LONG HAVE YOU OWNED THE HORSE \_\_\_\_\_

TYPE OF LIVERY: \_\_\_\_\_ DATE REQUIRED: \_\_\_\_\_

CURRENT ADDRESS WHERE HORSE IS KEPT: \_\_\_\_\_

\_\_\_\_\_ Tel: \_\_\_\_\_

HOW LONG HAS THE HORSE BEEN AT CURRENT YARD: \_\_\_\_\_

STABLE BEDDING REQUIRED: STRAW/SHAVINGS \_\_\_\_\_

IMMUNISATION RECORD: Does the horse have a Passport & up to date vaccination certificate?  
YES/NO (please check our vaccination policy)

#### **HISTORY**

WHAT WORK IS YOUR HORSE CURRENTLY DOING (e.g.: Schooling 3 times a week,  
Hacking etc.) \_\_\_\_\_

LEVEL OF FLATWORK: \_\_\_\_\_

LEVEL OF JUMPING: \_\_\_\_\_

COMPETITION HISTORY (e.g. BSJA, Riding Club, Unaffiliated): \_\_\_\_\_

HACK OUT: YES / NO ALONE / IN COMPANY \_\_\_\_\_

LUNGE: YES / NO \_\_\_\_\_

TURN OUT YES/NO \_\_\_\_\_

GOOD IN TRAFFIC YES/NO \_\_\_\_\_

GOOD TO SHOE YES/NO \_\_\_\_\_

GOOD WITH VET YES/NO \_\_\_\_\_

HORSE WALKER YES/NO \_\_\_\_\_

CLIP YES/NO \_\_\_\_\_

EASY TO HANDLE YES/NO \_\_\_\_\_

STABLE VICES YES/NO \_\_\_\_\_

OTHER INFORMATION REGARDING YOUR HORSE WHICH MAY BE USEFUL TO US:

\_\_\_\_\_  
\_\_\_\_\_

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**IN FAIRNESS TO OTHER CLIENTS, WE CANNOT ACCEPT ONTO THE COLLEGE YARD ANY HORSE WHICH WE SUSPECT TO BE CARRYING AN INFECTIOUS OR CONTAGIOUS DISEASE. IF YOU ARE IN ANY DOUBT PLEASE CONTACT US PRIOR TO YOUR HORSES ARRIVAL DATE.**

SIGNED \_\_\_\_\_ DATE: \_\_\_\_\_

**PLEASE RETURN THIS FORM TO THE EQUINE DEPARTMENT, BISHOP BURTON COLLEGE, YORK ROAD, BISHOP BURTON, HU17 8QG**

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FOR OFFICE USE ONLY

Form received: \_\_\_\_\_ Owner contacted (details): \_\_\_\_\_

Info sent: \_\_\_\_\_ Deposit received \_\_\_\_\_

Date of arrival: \_\_\_\_\_