



111 Hilton Road Linbro Park Sandton • Tel: 078 506 7214 • Email: byerleyacc@gmail.com • www.bpstables.co.za

Welcome to Byerley Park Stables.

Please follow these procedures when arriving at the stables for your first lesson.

- On arrival at Byerley Park Stables, please go straight to the office.
- The office staff will assist you with your registration, indemnity, and you're once off registration fee as well as the deposit.
- Please fill in all the necessary paper work.
- Check the **booking sheet** for your lesson details: You will find the booking sheet pinned to the board outside the tack room. This sheet will have all the details of your lesson times, the pony you are riding, your lesson plan, arena and instructor.
- Check which horse you are riding. Next to the lesson list, you will find a list that says **"Where do I find my pony?"** Each pony is allocated a stable number, and all stables are clearly marked. (If you can't find your pony ask one of our staff, and they will gladly assist you)
- Make sure you have your riding hat with you. There are spare riding hats in the boxes outside the tack room. Find one that fits nice and comfortably, not too tight and not too loose.
- Once you have found your pony take it to the mounting blocks, which are across from the lunge ring. Once you are there, your instructor will attend to you, and off you go, ready to ride!
- **Please note:** It is advisable to arrive at least 15 minutes before your lesson to ensure that the above procedure is carried out in time for your lesson.

Thanking you,

Joan



WE ACCEPT

P.S. Are you interested in our Party Venue? Byerley Park clients receive a 40 percent discount!

OFFICE USE:

Registration: R _____ (VAT incl)

First Lesson? _____

 Welcome Letter Stable Shirt Email Address Book**PERSONAL PARTICULARS – LESSON APPLICATION**

Dear Riders,

Kindly complete the information required on the form as soon as possible. This is primarily for the safety of you and your horse. Should any of the blocks not be of relevance please fill it in with N / A

RIDER'S INFORMATION:**PERSON RESPONSIBLE FOR ACCOUNT PAYMENT:**

NAME & SURNAME:			
IDENTITY NUMBER:			
OCCUPATION:			
TEL:		CELL:	
RESIDENTIAL ADDRESS:			
RELATION TO RIDER:		EMAIL ADDRESS:	
CELL:		TEL WORK:	

CONTACT PERSON IN CASE OF EMERGENCY:

NAME:		RELATION:		CELL:	
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DOCTOR'S NAME:**TEL:**

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ANY ALLERGIES (RIDER):**ANY MEDICATION (RIDER):**

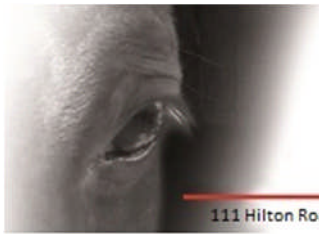
WHERE DID YOU HEAR ABOUT US?	
TYPE OF LESSON AND FREQUENCY:	

PLEASE NOTE: -

1. All lessons will be charged for, unless they are cancelled at least **two (2)** hours prior to the lesson.
2. The Stable Yard will not be held responsible for any loss or damage to your personal property.
3. All riding, in the Stable Yard, is done at your own risk.



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PLEASE READ VERY CAREFULLY AND INITIAL BLOCKS WHERE REQUIRED

My signature and initials on relevant items listed below verifies that I accept Byerley Park Stables lesson rules as laid out on this sheet. Please be sure that you have gone through this carefully, it's quite complex but will ensure that there are no arguments later!

	Initial
1. Please note that your first lesson is an assessment lesson. This must be booked and paid for via our e-mail booking system. Your proof of payment as well as your documents needs to reach the admin office at least 24 hours before your scheduled horse ride. There after the relevant rules and conditions set here out need to be adhered to.	
2. Parents and riders must please note that all fees have to be paid by the dates stipulated below. Any fees still outstanding by the 2 nd lesson of the month will mean that you will be denied access to any further lessons. Please make sure that all fees are paid on time to avoid an embarrassment like this.	
3. On commencement of riding a one-month's deposit is required over and above the fees payable for that month as well as a non-refundable registration fee. This serves as one month's payable notice should the rider stop riding. Should you give up riding, a calendar month's written notice is required and the deposit will cover your fees for that month. Should you at any point stop riding and do not use your deposit up within 30 days, the deposit falls away. Should you want to start riding again a new deposit will be due.	
4. Deposit amounts and lesson fees <u>ARE NOT</u> transferable from one rider to another. <u>(Relatives included).</u>	
5. Should notice be given between 1 October and 31 January and the riders re-join in the New Year, an extra R300 will be charged to re-join. This is a joining fee which is non-refundable and is not a deposit.	
6. The discounted rates are cheaper than the pay as you go rates and only clients who pay their fees 12 months of the year are able to enjoy the cheaper rate. To switch between discounted lesson rates and pay as you go rate is not facilitated by our systems. If you select the discounted rate and have lessons that you are unable to attend, these lessons will be banked for you and you will have 90 days in which to utilize them.	
7. The R70 discount is only applicable on the monthly paid in advance fees, if your lessons are paid by the 3 rd in cash. EFT and card payments are R50 discount if paid by the 3 rd .	
8. Lessons must be cancelled 2 hours in advance, otherwise they will be charged for. Lessons must be cancelled with the office, NOT the instructors – preferably via email. <u>Any cancelled lessons may be made up, provided this is done within 90 days of the lesson cancellation.</u> Any lessons cancelled over the December and January period (stables close for 3 weeks) can be made up in your 3 month period.	
9. Lessons will continue in the rain unless the required 2 hours cancellation notice is given. (Riders receive theory lessons if it is raining.)	



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10. Lessons continue on public holidays - the stable remains open!! (except closure over December). Please note, that lesson payment will still be due over the December and January closure period and these lessons will be cancelled and made up.	
11. Riders are to inform the office in writing of the dates when they will not be attending lessons. e.g. vacations, etc.	
12. If parents/guardians/riders behave in an inappropriate or rude manner towards any member of Byerley Park Staff – they will be escorted off the premises immediately and no refund will be given of lesson fees or deposits.	
13. Fees are still payable regardless of public holidays and school holidays.	
14. Substitute teachers will be used from time to time	
15. If parents/guardians/riders behave in an inappropriate or rude manner towards any member of Byerley Park Staff – they will be escorted off the premises immediately and no refund will be given of lesson fees or deposits.	

Please ask at the office should you require a copy of these rules.

16. Hours of Business:

	<u>Riding Hours</u>	<u>Office Hours</u>
Tuesday to Thursday:	08:00am – 7:00pm	08:00am – 5:00pm
Friday:	08:00am – 6:30pm	08:00am – 5:00pm
Saturday:	08:00am – 2:00pm	07:30am – 2:00pm
Monday & Sunday:	CLOSED	

Please note that the office phone follows the same hours. Please do not phone out of these hours. Do not drop off or collect your children outside of these hours.

17. Parents please **DO NOT** stand on the side of the arena and coach your children.
18. I understand the lesson fee structure and agree to follow the system.

Print Name

Capacity

ACCEPTED AND SIGNED BY CLIENT

DATE



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I do hereby:-

1. acknowledge that in agreeing to participate in any horse riding activity or in any competition or event organised by Byerley Park Stables and/or any employees thereof that I may be taking part in an inherently dangerous activity, competition or event;
2. agree to assume all risks connected with or arising out of such participation, competition or event;
3. waive any rights of any nature whatsoever which I, my assignees, successors in title or heirs may have against any one or more or all of Byerley Park Stables, its members, servants, agents and/or representatives ("the designated person") in respect of my injury or death, or loss or damage I may sustain in connection with or arising out of participating in such activity, competition or event notwithstanding that it may have been occasioned by any negligent act or omission on the part of any one or more of the designated persons;
4. indemnify the designated persons against all loss or damage of whatsoever nature which one or all of them may, or be likely to, sustain as a result of any claim (contingent or otherwise) relating to any such injury, loss, damage or death arising out of or in connection with my participation in such activity, competition or event notwithstanding that such injury, loss or damages or my death may have arisen as a result of any actor omission, whether negligent or otherwise, of any of the designated persons.

NAME : _____ **AGE** : _____

SIGNATURE : _____ **DATE** : _____

SIGNATURE OF LEGAL GUARDIAN IF UNDER 21 : _____

NAME OF GUARDIAN AND CAPACITY : _____

