



## “3 Day Pony Course”

October – 2016



Dear Parent,

All of the staff at Houston promise to do our best to make your pony course day(s) as interesting and enjoyable as possible. The 3 day course run during the October holidays (Mon-Wed) during the week of **17<sup>th</sup> October 2016**.

We hope that the children gain better skills and understanding when working with the ponies during the course. We also hope that they have as much fun as possible whilst learning in a friendly social atmosphere.

Please send a packed lunch with your child. Children have to be at Houston by **9.50am** prompt and should be picked up no later than **3:00pm**. Alternative arrangements can possibly be made if these times are awkward or unsuitable.

The course will include 2 x ½ hour riding lessons and stable management sessions each day. The stable management sessions will be both classroom and hands on and will cover topics such as grooming, tacking up, tack cleaning, handling a horse etc. There will also be quizzes, games and more throughout the course.

Please ensure that your child is dressed appropriately i.e. footwear that has a small heel and grip (no trainers), leggings or jogging bottoms are more comfortable than jeans as they may rub their legs. No jewellery.

Safety, at Houston, is of paramount importance therefore there are rules to be adhered to. Any child who does not abide by the “code of conduct” rules, within the Safety Guidelines, will have their parent contacted and be taken home.

We would like to take some pictures during the 3 day course to place onto the Houston website, Houston Facebook page & possibly some future course marketing material. A question is included on the form to ask if you are happy for us to do so, in relation to your child.

The cost of the course is £45 for 1 day, £73 for 2 days or £120 for 3 days.

**IMPORTANT:** We accept payment by cash or cheques. Cheques should be made payable to **“I Comrie (A Firm)”**.

If requested, a copy of the “Riders Registration Form” and the “Safety Guidelines” are enclosed with this letter. The Riders Registration only needs completed if you have not already done so previously. If you have access to the internet and a printer these documents can also be downloaded from the Houston website ([www.hfrs.co.uk](http://www.hfrs.co.uk)).

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### **Booking Terms & Conditions**

**Payment Schedule:** We regret that due to a number of last minute cancellations, without payment, we have had to implement a more defined payment schedule.

- Advance bookings must be paid at least two weeks prior to the start date of the course you are booking.
- Last minute bookings must be paid for by the Wednesday prior to the week you are booking.

If payment is not received within the stated timescales bookings will not be confirmed and may be re-allocated. We will attempt to contact you prior to re-allocating your space.

**Cancellations & Refunds:** Cancellations made within 1 week of the course start date may not be refunded. Extenuating circumstances will be taken into account. Cancellations made more than 1 week prior to the course start date will receive a full refund.

**Confirmed Bookings:** All bookings are provisional until we have received both the completed Pony Course Registration Form & full payment. ALL advance bookings must be confirmed at least 2 weeks prior to the course start date otherwise the slot may be released and given to someone else.

**Riders Registration Forms:** Please ensure that completed Riders Registration Forms are sent to Houston at least one week prior to the course start date. We regret that, for insurance reasons, if a Riders Registration form is not received prior to the start of the course the child may have to be excluded from attending.



# Pony Course Registration Form



Please, carefully, complete the form below and return it, with payment, to the address below at least 2 weeks prior to the course start date.

Houston Farm Riding School  
1 Houston Mains  
Uphall  
Broxburn  
West Lothian  
EH52 6JX.

<b>Has your child ridden at Houston in the last 12 months?</b>	
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<b>Has your child attended the course previously? If so, how many times.</b>	
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<b>Are any friends, of your child, attending the same course? If so please give their names &amp; we will do our best to ensure they are in the same group.</b>

	Yes	No
<b>Please tick the appropriate box to confirm if you are happy for photo's to be taken, of your child, during the course and placed onto the Houston website/Facebook page or used in marketing material (brochures, posters etc).</b>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Please provide any additional information you feel may be relevant with regards to your child.</b>

By signing this form you confirm that:

- I have read and accept the terms & conditions noted in the 3 day course letter and the "Safety Guidelines"
- Payment will be made within the payment schedule advised in the letters Terms & Conditions.
- If required, a completed Riders Registration form will be sent within the required timescale, as noted in the letter.
- Bookings are provisional until this form is completed and returned, with full payment, to Houston. Confirmation of receipt & the booking will normally be sent by email.
- Cancellations made within 1 week of the course start date may not be refunded. Extenuating circumstances will be taken into account
- I have indicated whether photos can be taken of my child during the course in the form above. If this part of the form is not completed we will assume that you do not wish photos to be taken.

Items marked with an \* are required.

Child's Name:*	_____	Course Dates:*	_____
Child's Age (at date of course):*	_____ yrs		
Name of Parent/Guardian:*	_____	Contact Number:*	_____
		Contact Email:	_____
Signature of Parent/Guardian:*	_____	Date:*	_____

Internet: [www.hfrs.co.uk](http://www.hfrs.co.uk) E-mail: [enquiries@hfrs.co.uk](mailto:enquiries@hfrs.co.uk) Tel: 01506 811351.  
Address: Houston Farm Riding School, 1 Houston Mains, Uphall, Broxburn, West Lothian, EH52 6JX.