

CAITHNESS INDOOR RIDING ASSOCIATION

IMPORTANT PLEASE READ - Terms & Conditions of Facility Hire

Before booking the use of the CIRA facility, you are required to read and understand your obligations to ensure the following terms and conditions of your hire:-

- The facility can be booked on-line via [Caithness Indoor Riding Association : Online Booking \(hallbookingonline.com\)](http://CaithnessIndoorRidingAssociation.com) and is available from 8am-9pm (earlier or later times may be available via prior agreement with the CIRA Committee).
- Bookings can be made in half hour or hourly slots and must be paid for at the time of booking. Please refer to the "Hire Charge Document" for clarification on hire costs.
- Once payment for a booking has been received, an email confirming your booking will be sent to you along with the key code for the Key Safe. It is imperative that you do not share this code with anyone. Codes will change on a regular basis to ensure security.
- You are required to unlock the facility if you have hired the indoor school from the main entrance door at the kitchen, this is where the Key Safe Box will be located.
- Ensure you sanitise your hands on entry using the sanitising station.
- Should you require use of the lights (cost included in hire charge for main arena) the lights are located on the left-hand side as you enter the indoor gallery. Collecting arena lights are located on the pillar beside the horse gates in the collecting arena.
- If you are using the kitchen facility, you are required to pay £1.00. Please put your payment in the meter box, which is located in the right-hand side corner of the indoor gallery. If you use any of the crockery or cutlery, you must wash it and put it away. Please do not leave anything on the draining board. The kitchen must be left clean and tidy and please place your rubbish in the outdoor wheelie bin.
- Toilet lights can be found outside the toilet doors. Please be sure to turn the lights off.
- Included in your hire, is use of the equipment provided in the collecting arena. NO OTHER equipment is available. Please do not enter the storage bays where the private club's equipment is stored. This is off limits. You will find a large range of poles, jumps stands, fillers and jumpkins for your use. If you use any of the equipment, you MUST put this back and this must be done within your allocated hire time.
- Please ensure you skip out the school, collecting arena and car park area at the end of your hire. NO horse dung should be left and ALL rubbish should be placed in the OUTDOOR wheelie bins or taken home.
- If you are tying horses up in the collection arena, NO HAYNETS are permitted.
- If you have spectators using the gallery, then the seats must be covered up at the end of your hire.
- Please report any damage to the CIRA Committee ASAP, so it can be replaced or mended.

At the end of your hire, please be sure to have a final look around the premises to ensure the place is left clean and tidy, the lights are turned off and the car park is clear. Be sure to shut and secure all doors before exiting and lock up the facility via the front door that you entered by. Put key back in the Key Safe and relock the combination.

If case of any emergencies or problems please contact:-

Lisa Kennedy 07720707628 or Cat MacGregor 07780466396

For any private hires who fail to meet the T&C's of this hire agreement, they will not be permitted to hire the facility again.