

Horses Lead Courses – Booking Form

Please read the [Terms and Conditions](#) below, complete this [Booking Form](#) and email it to info@horsesleadcourses.co.uk or post it to Horses Lead Courses, Hasca Ltd, The Studio, 36 Dickson, Cheshunt, Herts, EN7 6HD.

1) Contact Details

Please provide details of the main contact for this booking.

Organisation			
Contact Name			
Contact Phone		Contact Email	

2) Course Details

Course Name	
Course Date(s)	
Location	
Special Requirements	

3) Course Participants

Please provide the names and job titles of all people who are to attend the training event. Please phone us (**Tel: 01992 629531 or Mobile: 07803 206939**) before booking if anyone has any special needs or disabilities that would impact training so that we can confirm course suitability.

Name	Job Title

4) How we use the information you have provided

On this [Booking Form](#) we capture personal information about you solely for the purpose of providing the training service. We are committed to ensuring that your privacy is protected and the information which you provide is managed across all systems that we use in accordance with our [Privacy Policy](#) and if you have any questions about this please contact us at any time via:

Tel: **01992 629 531**

E-mail: lynda@horsesleadcourses.co.uk

Please indicate that you agree to our use of your personal data as described above by selecting '**Agree Y**' below.

I agree to the use of the personal information provided on this Booking Form.	
Agree	Y/V

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5) Keeping in Touch

As part of training provision we will need to keep in touch with you through email using the email address which you have provided in section (1) **Contact Details**. From time to time we would also like to email you with information on future courses or related information which we think would be of interest to you. If you wish to receive this information please provide your explicit consent to this by completing the ‘Subscribe email’ address below with the email address that you would like us to use for this purpose.

I agree to receiving emails related to future courses and related information which should be sent to the following email address.

Keep In Touch Email

If at any time you wish to stop receiving emails please contact us via info@horsesleadcourses.co.uk with the word ‘Unsubscribe’ in the subject of the email.

6) Confirm Booking

I confirm the booking details, above and have read and accept the [Terms and Conditions](#), below.

Confirm

Y/V

Signed

Date

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7) Terms and Conditions

Bookings

Quotations must be agreed by email in order to confirm bookings.

Payment Terms

An invoice will be issued prior to the course. Full payment is required on receipt of the invoice. Payment should be received within 30 days of the invoice date or 15 working days prior to the course commencement date, whichever is earlier. Should the booking be made within 10 working days of the course commencement date, then payment must be made immediately. All courses are subject to VAT at the current rate.

Cancellations

Session or participant cancellations will be refunded as follows:

- Greater than 14 working days prior to the course - 75% of the original invoice value including VAT.
- 10 or less working days before the course – no refund.

We reserve the right to cancel a course at short notice should events beyond our control make this unavoidable. If this should occur, alternative dates will be agreed with the client organisation.

Rescheduling

Organisations may reschedule a course. Rescheduling must be requested more than 15 working days before the course start date. Rescheduling within 15 working days of the course will be treated as a Cancellation, above.

Substitution

Organisations may substitute a participant on a course at no charge but must take full responsibility for ensuring that all course documentation is passed on and completed by the new participant and that they meet the client organisation's pre-requisites for the course.

Pre-requisites

Client organisations agree to ensure their participants complete all required information prior to the course commencement.

Liability

Horses Lead Courses is part of Hasca Ltd and cannot accept any liability for any actions whatsoever of course participants.

Participant behaviour

Client organisations agree to brief their participants and pass on participant information to those attending.

Participants agree to follow all instructions by Horses Lead Courses staff when working with the horses. This is essential to ensure everyone's safety.

Intellectual Property

During the course you will receive copies of material which is copyright to Horses Lead Courses. You agree not to share, copy, store or reproduce this material by any means without written authorisation from Horses Lead Courses.