**FEBRUARY 2024 BOOKING FORM**

Equine Therapy Center (ETC) course: Relational Horsemanship 3 Day Course

I would like to book for the ETC Relational Horsemanship 3 Day Course starting 23rd February 2024 and I understand that completing this form will be considered my binding application.

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| --- | --- |
| Name: |  |
| Organisation: |  |
| Email: |  |
| Contact Telephone: |  |
| Gender: | Female/Neutral/Male |
| Health & Medication Issues: (Please continue overleaf) |  |
| Emergency Contact Name: |  |
| Emergency Contact Telephone: |  |
| Emergency Contact Email: |  |
| Relationship: |  |
| Current Employer, Position and Role: |  |
| Describe your horse experience (number of years and nature of activities) including recent and regular horse experience - be specific about activities, styles, training etc.  |  |
| Describe your personal and professional goals for this course: |  |

**Confidentiality**: We aim to keep a safe secure confidential space for the duration of the course. If you need to take time out from any of the exercises please advise us, your request will be met with empathy, concern and understanding.

**Comfort**: The course has been designed to challenge you, but also we hope you will feel comfortable within our learning environment – we also want this to be a fun journey for you! If you feel uncomfortable at any time with what you are being asked to do during your course please speak to one of our therapists or another member of the team. Whilst we acknowledge the challenges this course may bring, we also want you to be as comfortable as possible throughout your time with us. During your course, if you need some time-out please let one of the Equine Therapy Center team know, whilst you are on-site a quiet space can generally be found for you.

**What to Bring**:

* Please arrive 15 minutes before the start of your course
* Please switch your mobile phone off during your course.
* Please wear hard shoes or boots and bring layers and waterproof wear or sun hat, sun glasses and sun cream.
* You may want to bring a journal for making notes, though manuals and all working materials are provided

**We Provide:**

* Tea, coffee and light refreshments are available
* Lunch is not provided for this course.

**Drugs and Alcohol**: Please note that we do not engage with anyone who is under the influence of drugs, alcohol or other substances and reserve the right to cancel or ask an individual to leave if we believe this is a risk.

**Health & Medical Conditions**: Please ensure you have let us know of any health or medical conditions, whether or not you think these may affect your day with us. This information is confidential and as with all other information it will be treated as such.

**Payment Terms:** Payment in full (the sum of £750) must be received by ETC as cleared funds prior to the commencement of the course. Failure to do so, without prior evidenced agreement, may result in the refusal access to the course

**Late Payment Fees:** All invoices are payable within 14 days of issue. We reserve the right to add a £50.00 late payment admin fee on all invoices that are not paid within 14 days and an additional simple interest charge at a rate of 10% per day on any invoices remaining unpaid 14 days after issue. (N.B. All fees must be paid prior to commencement of services ).

**Contractual Terms and Conditions: All booking forms filled in by delegates (this includes agreements in email or writing)** and/or any payments paid by delegates and received and/or banked by ETC terms of Deposit or Booking Fees, are deemed as acceptance of these Contractual Terms & Conditions.

**I confirm the above information can be relied upon and is correct to date. If there are any material changes, I confirm I will update you.**

Signature Date