



**EQUESTRIAN AFFAIRS DEPARTMENT
BEAS RIVER EQUESTRIAN CENTRE**

Cancellation Policy

1. All regular lessons are deemed automatically booked in accordance with the pre-arranged schedule. Regular lessons should be cancelled with at least 72 hours' notice at the BREC Administration Office during business hours before the scheduled time of the lesson. 100% of the lesson fee and pony/horse hire fee will be charged for late cancellation without valid reason.
2. One-off lessons, reservation for pony/horse hire should be cancelled with at least 72 hours' notice at the BREC Administration office during business hours before the scheduled time of the booking. Otherwise, 100% of the lesson/riding fee and pony/horse hire fee will be charged for late cancellation without valid reason.
3. Any rider who fails to attend a minimum of 50% of their regular lessons within an 8-week period without a valid reason will lose their regular slot and can only book ad hoc lessons on a 48 hours basis or rejoin the waiting list for a regular lesson slot in the future provided that where a valid reason has been provided the regular lesson will be released to riders on the waitlist as on-off riding lessons and then returned to the original rider when he or she can resume their regular lessons.
4. Lessons are non-transferable. For emergency one-off situations, the Senior Manager Equestrian has the discretion to allow the transfer of a lesson, however, this should happen no more than once per calendar year. Spouses or children of a Member holding a supplementary membership card or Member's children identity card may ride in the Member's pre-booked lesson providing they are riding the livery horse associated with the Member. For a lesson with a school horse, spouses or children of a Member holding a supplementary membership card or Member's children identity card may ride in the Member's pre-booked lesson subject to horse/pony availability and suitability at the discretion of the Senior Manager, Equestrian (BREC).
5. Any rider who is late by more than 15 minutes beyond the start time of the scheduled lesson without valid reason, shall forfeit the lesson and the pony/horse will be untacked. 100% of the riding lesson fee and pony/horse hire fee will be charged for the forfeited lesson.
6. The Senior Manager Equestrian has the discretion to waive cancellation charges where insufficient notice has been given as set out in this BREC Operational Rules and this Cancellation Policy in circumstances where a valid reason has been provided. Provision of a medical certificate will automatically qualify as a valid reason. Other reasons will be assessed on a case-by-case basis.
7. Amendments to this Cancellation Policy may be made from time to time and notice of all amendments shall be displayed on the BREC Notice Boards and emailed to all BREC Members. Any amendments as displayed on the Notice Board and/or emailed shall constitute due notice to each Member.

BREC Senior Management