



Nottingham Trent  
University

Brackenhurst Equestrian Centre

# Livery Code of Practice 2024- 2025

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Version: 2  
Date: 14.03.2024

## 1. Introduction

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- 1.1. Brackenhurst Equestrian Centre (BEC) is part of Nottingham Trent University's School of Animal, Rural and Environmental Sciences. We strive to achieve the highest possible standards of stable management, horse welfare and health & safety along with a practical, professional image.
- 1.2. The centre is open daily for visits, exams and inspections. We expect the same high standards as in point 1.1 from our livery clients and students.
- 1.3. The DIY (do-it-yourself) livery yards are often the first to be seen by visitors and it is essential that they are always presentable and that livery customers conduct and present themselves in a manner that reflects the University's high standards.
- 1.4. This Code of Practice provides information and guidance on the obligations of livery customers in respect of their use of the facilities provided for them, and the standards of conduct expected by the University.
- 1.5. This Code is an integral part of the formal livery agreement that livery customers enter into with the University, and compliance with this Code is a condition of that livery agreement.
- 1.6. We hope you enjoy your time as a livery customer at Brackenhurst Equestrian Centre.

## 2. Staff contacts

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- 2.1. The following members of staff are the key contacts for livery customers:

Anna Gregory*	anna.gregory@ntu.ac.uk	Yard & Centre Manager
Zoë Cobb	zoe.cobb@ntu.ac.uk	Commercial Technical Specialist
Amy Hazlehurst	amy.hazlehurst@ntu.ac.uk	Senior Yard Technician
Adam Matthews*	adam.matthews@ntu.ac.uk	Yard Technician
Jude Lucas	jude.lucas@ntu.ac.uk	Yard Technician
Catherine Rhoades	catherine.rhoades@ntu.ac.uk	Yard Technician
Lauren Mills	lauren.mills@ntu.ac.uk	Yard Technician

- 2.2. If you have any practical queries or difficulties whilst you are a livery customer at Brackenhurst please contact one of the staff members marked with an asterisk above where possible in the first instance. They will attempt to answer queries and help resolve any difficulties. However, all yard technicians are available for help and advice.
- 2.3. If you have any queries relating to your livery agreement, pricing, billing, or school bookings please contact Zoë Cobb on either 0115 848 5226 or via email at [liveries@ntu.ac.uk](mailto:liveries@ntu.ac.uk)

## 3. Pre-arrival arrangements

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- 3.1. **DEPOSIT**  
Prior to the arrival of your horse at Brackenhurst, a deposit of £200 (two hundred pounds) should have been paid to secure your place. This deposit will be refunded at the end of the contractual period. If necessary, any outstanding charges incurred during the year will be deducted from this deposit on departure, at the end of the contract period.
- 3.2. **FIRST FIXED FEE PAYMENT**  
Prior to arrival of your horse at Brackenhurst, your first fixed payment of £486.33 (four hundred and eighty six pounds and thirty three pence) is payable to the University via the NTU Online Store or Invoice by 13 September 2024. Horses cannot arrive at the centre unless this first payment has been paid.
- 3.3. **VACCINATION RECORDS, PASSPORT, MICROCHIP, STRANGLES TEST, WORM COUNT and INSURANCE**  
Your horse must have a valid DEFRA approved passport and be fully vaccinated against flu and tetanus prior to its arrival at Brackenhurst. Horses that are resident on site must have been vaccinated against equine influenza every 12 months. Your horse must have a microchip registered on the Central Equine Database. Please see the [BHS](#) website for more details. Your horse must have been blood tested for strangles no longer than 2 weeks before its arrival at Brackenhurst Equestrian Centre as part of the [Redwings Horse Sanctuary Stamp Out Strangles Scheme](#). Pre-arrival, Nottingham Trent University needs to receive a recent (within the 2 weeks before the horse arrives) faecal worm egg count result. See points 4.4 & 7.2 of this document. You must have Public Liability Insurance cover of £2million or above for your horse. Proof of the up to date passport, vaccination records, a clear strangles test and insurance certificate must be sent to the University in advance of your horse's arrival.
- 3.4. Where possible, you will be added to the dedicated closed group 'Livery Facebook Page' as this is one of the primary methods of communicating information to the livery customers along with email communication.
- 3.5. During 'Welcome Week' you **MUST** attend the livery induction meeting. You will be given your tack room keys, hi-vis tabard and wormer at this induction. This will also give you the opportunity to find your stable, allocated turn out, ask any questions and prepare your horse's stable before your horse arrives (we will provide 3 unopened bales of bedding in your stable for you to use at no extra cost). At this induction, you will also be asked to provide your intended arrival time on the horse arrival date (see below).
- 3.6. Before your horse travels to Brackenhurst, you must fill in a health declaration form that NTU will provide for you and send this to [liveries@ntu.ac.uk](mailto:liveries@ntu.ac.uk) the day before your horse is due to arrive at Brackenhurst. This will be sent to you via email in advance.
- 3.7. If your horse shows any sign of illness such as an increased temperature, cough, mucus from the nose, is off its food or has any skin conditions, you **MUST NOT** transport your horse to Brackenhurst, Nottingham Trent University. Please call the yard manager Anna Gregory for advice/permission to arrive beforehand on 0115 848 8043.

## 4. On arrival

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- 4.1. The earliest arrival date available for your horse is Sun 22 September 2024. On arrival and on this occasion only, you will be able to park your horse transport and own vehicle in the top car park next to the Mary King Arena whilst your horse and equipment/supplies are unloaded. After this time livery customers may only park their car in the allocated parking just below this car park whilst attending the livery yard. We have no provision for long term horse vehicle parking/storage on site.
- 4.2. If a horse, while travelling to Brackenhurst will be exposed to high risk infection situations such as shared transport, long travel times, travel from outside the UK (including NI), travel from areas with known infection (such as but not limited to; flu, strangles, EVA etc.) they will be required to isolate on arrival for a minimum of 2 weeks with the duration increasing if clinical signs of ill health are shown. The isolation will be undertaken at a yard separate from the main yards, so please note the horse may be on their own. Before

the arrival of the horse an induction of the isolation procedure will be carried out with the student responsible for the horse.

- 4.3. You will be met by a member of the equestrian centre staff team and required to show your DEFRA passport for your horse, the vaccination record and the proof of your horses clear strangles test to that member of staff. A visual check of your horse must be carried out to check your horses identification and to ensure the horse is in good health BEFORE the horse can be unloaded from its transport. Your horses DEFRA passport must then be kept locked inside your tack locker on the top shelf at all times (unless travelling with the horse) in case of emergency. This ensures it is available at any time on demand if we have an inspection from the BHS or DEFRA.. Nottingham Trent University staff cannot accept onto the yard any horse without a passport or which the staff suspect may be carrying an infectious or contagious disease.
- 4.4. Depending on your worm count result sent in pre-arrival, you may be provided with a wormer which you must administer to your horse as soon as practicable. Your horse must then remain in its stable/box for 24hrs before it can be turned out. (See the section on Worming Programme below for more detail).
- 4.5. You will be sent an 'Emergency Plan for My Horse' that needs to be read, considered, filled in and returned to [liveries@ntu.ac.uk](mailto:liveries@ntu.ac.uk) no later than 48 hrs after your horses arrival. This will be discussed at the livery induction meeting.

## 5. Equipment requirements

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- 5.1. You will need to provide your own water buckets and feed buckets, haynets, wheelbarrow, mucking out and sweeping equipment. These must be clearly labelled to identify them as your property. The University will provide you with a section of a large metal feed bin for your hard feed so please just bring your feed.
- 5.2. Your horse's tack and belongings must be clearly marked to make them readily identifiable. There is limited tack room space so please do not bring large trunks. You will be provided with a locker that can accommodate one saddle and 2 bridles plus some small items of equipment such as grooming kit & boots etc and a small space in the rug room for your horse's rugs and a small trunk/box.

## 6. Forage, Feed and Bedding Supplies for your horse

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- 6.1. The sourcing and purchase of forage, bedding and feed for your horse is your responsibility.
- 6.2. You will need to purchase these items weekly as storage capacity is very limited per livery customer. The University cannot supply you with these items, but we can provide you with contact details for local suppliers who all deliver to Brackenhurst. (See details at the end of this document).
- 6.3. **BEDDING** – Only chopped plant based bedding must be used; **the use of traditional straw, paper or wood-based bedding is not permitted on the livery yards** except in exceptional circumstances and only with prior permission from the yard manager. Your allocated stable will have 3 unopened bales of chopped rape straw bedding provided in it at no extra charge at the commencement of your livery provision.

## 7. Worming programme

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- 7.1. Your horse must be wormed in accordance with the University's own worming programme, which has been developed in consultation with the Equestrian Centre's vet.

- 7.2. As part of the worming programme, you will be asked to provide proof of a worm count result for your horse pre-arrival. Dependent on this result you may be issued with a relevant wormer on arrival and this must be administered to your horse as soon as is practicable and you will be charged accordingly via the NTU Online Store. Your horse must then remain in its stable for 24hrs before it can be turned out.

Following on from this; Encysted redworm larvae will be treated later in the grazing season by administering a wormer containing moxidectin (such as Equest Pramox) once there has been at least one frost. This wormer is provided free of charge as part of the livery service provision;

Two times per year as determined by the worming programme, you will also be asked to provide a faecal sample from your horse in order that a faecal egg count can be carried out. If the results of the count find that your horse requires a wormer, this will be provided for you to administer and will be charged accordingly to you via the NTU Online Store;

At least once per year you will also be required to perform a tapeworm saliva test on your horse. This and any further required wormer treatment will be provided for you to administer and will be charged accordingly to you via the NTU Online Store. We ask that you return any empty worming packaging to a member of the equestrian centre staff to provide evidence of worming, but particularly so the packaging can be disposed of in the necessary clinical waste receptacles.

- 7.3. The worming programme is essential for the well-being of all the horses at Brackenhurst. Failure to adhere to that programme may mean that you are not permitted to turn-out your horse until the situation has been rectified to the satisfaction of the equestrian centre manager.

## 8. Fields and turn-out

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- 8.1. Fields for turn-out are limited at the equestrian centre. You will be allocated a turnout paddock for your horse and informed of this before your horses arrival. Allocation will take account of the number and genders of horses being accommodated and the availability of suitable fields on the Brackenhurst estate. The allocation and availability of turnout may be varied from time to time to take account of changing circumstances.
- 8.2. You will be shown directions to the correct field during the livery induction meeting. Livery customers must only use the fields allocated to them for turn-out.
- 8.3. Horses are turned out in groups. We do not have any individual turnout available. We do try not to mix mares and geldings in the same fields. Once we have found groups of horses that appear happy together, we will try not to change them.
- 8.4. Horses must be introduced in a safe environment (such as over a stable door) before being turned out together for the first time.
- 8.5. At least **FOUR TIMES weekly** you must remove all droppings from your allocated turnout.
- 8.6. If ground conditions deteriorate due to adverse weather conditions (e.g. heavy/persistent rain or snow) the Equestrian Centre Manager has the right to restrict or suspend turn-out in order to protect the ground or to allow it to recover. Livery customers will be advised of any such restriction or suspension. If restriction or suspension of turn-out is prolonged, arrangements will be made to provide you with loose-schooling in the indoor school, research arena or in the round pen.
- 8.7. When ground conditions allow, one day a week will be allocated to your paddock for maintenance i.e. rolling, fence repair etc. The day allocated will be shown on tack-room notices, emailed or via a post on the Brackenhurst EC Livery Facebook page. Please keep your horse in its stable on this day to allow access.

- 8.8. If your horse is found to be a kicker or exhibit other anti-social characteristics (e.g. rug tearing, tail chewing etc.), please be advised that you may be liable for charges to repair/replace rug and/or for veterinary costs. If this behaviour persists NTU may have to terminate your livery contract as per point 8.2 of the livery agreement.
- 8.9. If only two horses are turned out together one horse must never be removed leaving a single horse on its own.
- 8.10. From September 2024 to the end of March 2025, no horses are to be turned out before 8.00am or left out after 3.30pm. From April 2025, the yard manager will decide when it is dry enough to leave horses out for longer periods and/or overnight.
- 8.11. Please check your field daily and ensure all gates are closed and troughs are full of clean water. Please report any damage to fences, troughs etc. immediately.

## 9. Horse Welfare/Yard duties

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- 9.1. Your horse must be fed, watered, mucked out and your allocated yard duties completed by 9.15am every day inc. weekends. If during summer months, your horse is turned out overnight or 24 hours per day you must check on its welfare at least twice daily, with the first check carried out by 9.00am at the latest. Such checks must include adequacy of water supply and the general safety of the paddock and its fencing.
- 9.2. Your horse must not be fed its final evening forage/hard feed or left for the night any earlier than 4.30pm each day.
- 9.3. Livery yards must be kept tidy and all safety procedures followed.
- 9.4. In addition to being responsible for the tidiness and cleanliness of your own allocated stable, all livery customers are required to participate in a daily rota of yard-tidying and associated duties (determined by the Equestrian Centre staff and advised at the livery induction meeting). Failure to adhere to this rota will result in your livery agreement being terminated.
- 9.5. Your horse must be attended to **BEFORE** any timetabled duties/practicals on the University yard. You cannot be late to or leave your timetabled lectures/duties/practicals to attend to your horse.
- 9.6. If you intend to be away from University for any period, you must provide the information of who is to be responsible for your horse at least 7 days in advance via email to [liveries@ntu.ac.uk](mailto:liveries@ntu.ac.uk). Please follow the procedures of sections 12.4 & 12.5 Health and Safety.
- 9.7. If you fall ill and are unable to attend to your horse; in the first instance, try and find another livery customer to attend to your horse and please let the yard staff know as soon as possible that you are ill. Please follow the instructions in section 9.6 above and 12.4 & 12.5 below. If your horse requires emergency welfare care from Nottingham Trent University staff you will be charged accordingly at emergency labour costs for that care.

## 10. Biosecurity & Care and Supervision of your Horse

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- 10.1. We follow a basic biosecurity protocol from the British Equestrian Federation to try and prevent infectious disease. This is displayed on the livery yard noticeboard – you **MUST** ensure you make yourself aware of this and follow this protocol at all times.

- 10.2. Please ensure that anytime your horse leaves the yard for any reason (particularly for visits to another venue or yard and when competing) that the leaving and return time and where your horse visited is noted on the relevant date in the livery diary in the tack room and that you fill in a health declaration form on return. This is also very important when you leave and return for the holidays where a health declaration form must be filled in and sent back to Nottingham Trent University before your horse returns after the holidays.
- 10.3. If your horse shows any sign of ill health such as an increased temperature, cough, mucus from the nose, is off its food or has any skin conditions whilst in residence at Brackenhurst, you must inform the yard manager immediately.
- 10.4. If your horse is not receiving turn-out, it must be given **at least** 60 minutes exercise daily (unless injured, on box rest, or otherwise advised by a vet) and ideally both am and pm.
- 10.5. Horses must not be turned loose in the indoor school without the permission of the on duty equestrian centre staff. If permission is granted, only one horse at a time can be turned loose and must be supervised at all times.
- 10.6. You must not tie your horse to any fencing nor to fittings on stables that are not intended for that purpose. This includes hinges and bolts on stable doors.

## 11. Use of Equestrian Centre facilities

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- 11.1. **The equestrian centre opening hours are STRICTLY 0730 – 2030.**
- 11.2. The facilities at The Equestrian Centre include two large floodlit riding schools (one indoor) and a research arena. There is also a horse-walker, round pen and a weighbridge.
- 11.3. All of these facilities are available for free-of-charge use by Brackenhurst livery customers, provided that they are not required at the time for Equestrian Centre use or a commercial booking. Equestrian Centre use and commercial bookings take priority. Livery customers are requested not to disturb commercial hirers who are using the schools.
- 11.4. Livery customers will be advised regularly of commercial bookings of the schools. Any queries about availability of the facilities should be directed in the first instance to Zoe Cobb.
- 11.5. Livery customers who wish to be guaranteed exclusive use of any of these facilities must make a commercial booking, for which the appropriate charge will be levied. Please ask Zoe Cobb for the most up to date charges.
- 11.6. In addition, livery clients who wish to use the facilities to give/receive formal instruction to/from other persons/liveries must make a formal booking of those facilities. A charge is payable for such use, dependent on the type and extent of use and instruction being given. Again, details and costs are available from Zoe Cobb.
- 11.7. Before being permitted to use any of these facilities, livery customers must undergo an induction/familiarisation session with a member of the Equestrian Centre staff. This will be carried out during the livery induction meeting.
- 11.8. The sale of livery horses from Brackenhurst Equestrian Centre, Nottingham Trent University is strictly prohibited.

11.9. Riding School rules - Users of the riding school are required to comply with the following rules (which are essentially a list of common-sense and courteous behaviours):

- Knock & wait for permission to enter.
- School doors/gates must always be shut when any horses are in the school.
- When approaching other riders, pass left hand to left hand.
- Riders at walk must work away from the track.
- Halt away from the track and do not impede other riders.
- Do not pass slower riders from behind. Circle or turn away.
- Warn all riders if you intend to leave the school.
- You must be accompanied when using any of the jumps.
- Show jumps must be put away neatly outside the schools after use.
- The use of mobile phones is not permitted whilst mounted or working horses from the ground.
- The schools MUST be skipped out immediately after use.
- Lights must be turned off immediately after use by the last person.

## 12. Health and Safety (inc. Dress Code)

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12.1. The University views personal safety and safe practice as a prime concern in the conduct of activities on its premises, and has robust health and safety policies and procedures.

12.2. The Head of School Operations has operational responsibility for the Equestrian Centre's Safety Policy and Procedures. Teaching staff, technicians and yard staff are responsible for day to day compliance with safety policy and procedures at the Equestrian Centre.

12.3. As a livery customer, you have a duty to ensure your own safety and welfare and that of others around you who may be affected by your or your visitor's actions. Visitors are limited to a max. of 2 per livery customer at any time. Under no circumstances are any visitors that you invite onto the yard to interact with any horse not belonging to you or enter stables of any horse not belonging to you. They may interact with your horse, ONLY if they are suitably experienced around horses, have personal accident cover and only if they are aware of the correct procedures to ensure their and others safety around the horse. It is YOUR responsibility to ensure that any visitors you have on the yard adhere to and follow all rules within this code of practice and the livery agreement. Failure to do so will result in termination of your livery agreement with Nottingham Trent University.

12.4. Other people riding and attending to your horses welfare: If you allow another person to ride or attend to your horses welfare needs, this person must have had either a livery induction or a Nottingham Trent University equine yard induction. In some circumstances and with at least 7 days' notice, an induction can be carried out by a member of equestrian centre staff to a suitable person who has not had either induction. Please email [equineunit@ntu.ac.uk](mailto:equineunit@ntu.ac.uk) and [liveries@ntu.ac.uk](mailto:liveries@ntu.ac.uk) to arrange this. You must ensure that your insurance policy covers this person to look after your horse and we advise that they have their own personal accident insurance. Should an under 18 wish their horse to be ridden by another under 18, proof of insurance and written parental permission is required for BOTH parties. If you are paying for someone to attend to your horses welfare, you must ensure that they have the relevant public liability insurance of which proof must be provided.

12.5. Absence and Illness: If you fall ill or plan to be away from the University for any period of time, you must provide equestrian centre staff with information via email ([equineunit@ntu.ac.uk](mailto:equineunit@ntu.ac.uk) and [liveries@ntu.ac.uk](mailto:liveries@ntu.ac.uk)) of who is to be responsible for your horse during this time and if they have permission to ride your horse. For planned absence, you must do this at least 7 days in advance. The suitable person must have had either a livery induction or a Nottingham Trent University equine yard induction. They must also have their own personal accident insurance of which proof must be provided and also proof of their parents' permission if they are under 18.



- 12.6. Being accompanied whilst Riding: Under 18's - You **MUST NOT** ride alone at any time when jumping or hacking and it is advised that you do not ride alone for all other riding activities. Over 18's - You **MUST NOT** ride alone when jumping and it is advised that you do not ride alone for all other riding activities.
- 12.7. Lone Working: You **MUST** ensure that you notify the **Brackenhurst Duty Officers on 07786 112005** if you need to visit the equestrian centre out of hours (2030 – 0730) to attend a sick horse or to attend to your horse early due to a competition or work commitments. If required, they will then un-arm the tack room for you and monitor the CCTV cameras. The equestrian centre opening hours are **STRICTLY** 0730 – 2030.
- 12.8. First Aid: You must familiarise yourself with the location of first aid kits, which is indicated by appropriate signage on the doors of rooms where they are kept. Contact details for staff who are designated first-aiders are also prominently displayed in appropriate locations around the Equestrian facilities.
- 12.9. Accidents: Please ensure that you report any accident to a member of the yard technician staff. All accidents must be reported and recorded on an accident report form even if they are minor.
- 12.10. Dignity and Respect: The University is opposed to harassment / bullying in all its forms. Whether it is on the basis of a person's age, disability, gender reassignment, sex, sexual orientation, race, religion or belief, or for any other reason, harassment / bullying will not be tolerated. For confidential, informal and timely source of information and support on harassment and/or bullying issues please go to the [Dignity and Respect](#) contacts.
- 12.11. Safeguarding: If you have any concerns about any aspect of safeguarding, as a first port of call please contact one of our [safeguarding officers](#).
- 12.12. Fire Safety: You must familiarise yourself with the Equestrian Centre's fire safety procedures, copies of which are on the Equestrian Centre and Livery Yard notice boards. You must also familiarise yourself with the location of fire-fighting equipment including fire extinguishers and hoses. To aid controlled evacuation in the event of a fire, a horse head-collar and lead-rope must be left tidily and readily-accessible outside your horse's door at all times when it is in its stable/box and at the gate when turned out in the field.
- 12.13. Smoking is not permitted at any time on ANY livery or University yards or in the outdoor and indoor schools.
- 12.14. Children under 16 **MUST** be supervised at all times by a responsible adult of 18 or over.
- 12.15. If you need help with an accident, incident or emergency, if necessary, call emergency services on 999. **Please quote the what3words location for the entrance to the equestrian centre which is ///costs.technical.worthy** . Please always contact the **Duty Officer on 07786 112005** to let them know what has happened so they can attend and help you. **Please ensure the Duty Officer number is listed in your mobile phone at all times.**
- 12.16. The Equestrian Centre's dress code, described below, has been established to ensure safe working practices and to maintain the Centre's high standards of presentation.
- 12.17. Riding Hats: An approved riding hat with the chinstrap fastened must always be worn when mounted, turning out and bringing in or when working a horse from the ground. The hat must be correctly fitted by a BETA trained retailer (British Equestrian Trade Association) and with a chin strap fastened. Your hat must carry the BSI Kite mark; this complies with the recommendation indicated by the BHS. The standard indicated on your riding hat should therefore read; PAS 015;1998 or 2010, SNELL E2001, AS/NZS 3838 1998 or S/NZS 3838 2003. This will be checked and tagged during the livery induction meeting.
- 12.18. Body Protectors – Must be correctly fitted by a BETA trained retailer and conform to BETA 2018 Level 3 (teal/blue label). Body protectors are advised for all riding but are mandatory for jumping.

- 12.19. Gloves should be worn when mounted, turning out and leading in, or when working a horse from the ground
- 12.20. Jewellery - To minimise the risk of personal injury, jewellery must not be worn on the livery yard, including when riding or working horses from the ground. In particular, loose items (e.g. necklaces or bangles), earrings or studs, or any other exposed items (including piercings) represent a safety hazard if they become snagged in clothing or other items. Any item which cannot be removed should be tucked safely away.
- 12.21. Clothing - When attending to your horse at livery you must wear sensible, clean, practical and tidy clothing comprising smart trousers, breeches or jodhpurs (if you insist on wearing jeans, they must be smart, tidy and not dragging on the ground); Polo shirt and/or sweatshirt. In hot weather, chino style shorts that are just above the knee and sleeveless polo shirts are acceptable (strappy/vest tops are not permitted).
- 12.22. Footwear - sturdy footwear with non-slip soles, preferably waterproof with protective toecaps must be worn. Trainers, sandals and summer shoes are not permitted under ANY circumstance even in hot weather.
- 12.23. Long hair must be tied back at all times.
- 12.24. Please remember that you are also responsible for making sure that any friends, family or instructors who accompany you are wearing the correct protective equipment and are appropriately dressed as per point 12.3.
- 12.25. The top car park and locker room area between the indoor school and equine office block is a NO HORSES area due to the amount of cars parked there and also the recent addition of the Notts County Council School Service Provision which means young children are crossing the area and congregating as a group outside the locker room when using the toilets etc. This is to increase safety for all users. The only time you may see horses in the top car park is if an external hire is running a competition and is using part of the area for parking 3.5 ton horseboxes and another segregated area near the locker room for pedestrians only.

## 13. Hacking out

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- 13.1. Details of local hacks are available on request from Equestrian Centre staff.
- 13.2. When hacking out from a Brackenhurst, you must complete your hack details in the livery yard diary provided, including giving details of the general route planned and approximate time the ride will take and a list of all riders. You must also wear the hi-vis tabard provided, which is for both yours and your horses safety but also helps identify you as a Brackenhurst livery customer.
- 13.3. Please do not use the area outside the Harlow 1 gates to mount up to go hacking from. Please bring your horses up through the yard the same way as if you were turning out and mount up and leave for your hack from outside the University Varley yard.
- 13.4. It is a breach of traffic regulations to ride a horse on public roads in the dark or in poor visibility. **You must not do this.** In the winter months we will advise the latest time that you may be out on campus or public roads as required. The public roads at the equestrian centre start at the exit to the centre at the electric cantilever gate. If you are unsure – please ask.
- 13.5. On the Brackenhurst estate, neighbouring farms and surrounding countryside, you must keep to designated bridleways. You must not assume that a track is a bridleway, even though it may look like one.
- 13.6. You must not ride in any of the fields – remember grass is a crop too. There are 6-metre grass strips around many of the fields – these are part of the farm stewardship scheme and you **must not** ride on them.

Most of the stubble fields in this area are under-sown with other crops so please do not ride on them without permission. You must also not ride on pavements or footpaths. IF IN DOUBT - ASK!

## 14. Livery Payments

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### 14.1. FIXED FEE PAYMENTS

Three fixed payments of £486.33 (four hundred and eighty six pounds), totalling £1,459.00 for the full contract period, are payable to the University via the NTU Online Store or Invoice. It is your responsibility to ensure that you keep up to date with your fixed termly payments, which are charged at the following points throughout the year:

- Friday 06 September 2024
- Friday 30 November 2024
- Friday 21 February 2025

14.2. Failure to keep up to date with your payments can result in the termination of your contract as per clause 6.7 in the livery agreement.

### 14.3. AD HOC COSTS

Any costs of replacement of items, such as tack room keys etc (other than for fair wear and tear) or costs of minor repairs/damage which have been caused by your horse will be charged separately and payment will be required retrospectively via the NTU Online Store.

## 15. When you leave

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15.1. At the termination of your livery agreement you are required to ensure that your allocated stable is mucked out and cleared completely of all bedding and any storage areas are left completely clear, swept and tidy. No clothing, equipment or tack is to be left. ANY items left will be disposed of immediately after your horses departure.

15.2. You must also ensure that any keys and equipment issued to you (e.g. keys for tack room and hi-vis tabard) are returned to Zoe Cobb. You will be charged a fee for any items not returned and this will be deducted from your deposit.

15.3. If your stable and storage areas are not left in an acceptable condition or any items are not returned an appropriate fee will be deducted from your deposit.

15.4. Your deposit will be refunded at the end of the contractual period. If necessary, any outstanding charges incurred during the year will be deducted from this deposit on departure, at the end of the contract period

## 16. Local suppliers and service providers

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The following list gives details of some local providers who have supplied materials and services to Brackenhurst livery customers. It is not an exhaustive list, and there are many other suppliers and service providers in the area that you are welcome to research and use;

<b>HAY &amp; HAYLAGE SUPPLIERS</b>	FV Smith	07866 979840
	Steve Rose	07773 777664

### VETS

It is VERY important that you PRE-REGISTER your horse and payment details with both practices to avoid delays in receiving a vet in an emergency!

	Oakham Veterinary Hospital	01572 722647
	(NTU Equine Vet Practice with regular discounted visits) <a href="http://www.oakhamvethospital.co.uk/">http://www.oakhamvethospital.co.uk/</a>	
	Minster Veterinary Surgery	01636 812133
	(In Southwell) <a href="http://minstervet.com/">http://minstervet.com/</a>	
<b>FARRIERS</b>	Torran Platt	07546 454794
	Calum Grant	07976 867735
	Henry Brightmore	07989 505528
	Mick Webster	01636 814872
	Mark Connole	07785 970136
	John Runiewicz	07738 118983
	Alex Mercer	07811 219944
<b>EQUINE DENTISTS</b>	Find a local dentist here: <a href="http://www.baedt.com/?c=5405">http://www.baedt.com/?c=5405</a>	
	But we also have a regular dentist from the vets for the NTU horses twice a year – we will inform you when they are coming and ask you if you would like to book a slot.	
<b>FEED &amp; BEDDING MERCHANTS</b>	Millside Country Store	01636 831111
	<a href="http://www.millsidecountrystore.com/">http://www.millsidecountrystore.com/</a>	
	Ossichaff	01636 821255
	<a href="https://www.ossichaff.com/">https://www.ossichaff.com/</a>	
	Sellors Ltd	0115 965 5566
	<a href="https://sellorsltd.co.uk/">https://sellorsltd.co.uk/</a>	
	Cobbs Country Store	01777 228260
	<a href="http://www.cobbscountrystore.com/index">http://www.cobbscountrystore.com/index</a>	
	Mole Country Stores Newark	01780 758778
	<a href="http://www.molecountrystores.co.uk/companies/30/98/Newark">http://www.molecountrystores.co.uk/companies/30/98/Newark</a>	
<b>SADDLERS/TACK SHOPS</b>	Millside Country Store	01636 831111
	<a href="http://www.millsidecountrystore.com/">http://www.millsidecountrystore.com/</a>	
	Retford Saddlery	01777 229195
	<a href="http://www.retforssaddlery.co.uk/">http://www.retforssaddlery.co.uk/</a>	
	R & R Country	01664 465000
	<a href="https://randrcountry.co.uk/pages/r-r-country-melton-mowbray">https://randrcountry.co.uk/pages/r-r-country-melton-mowbray</a>	