



## Equine Experience - Service Agreement

### 1. Who is making this agreement?

The name of the participant: \_\_\_\_\_

The name of their trusted person (Parent/Guardian/Carer) \_\_\_\_\_  
*if applicable*

The name of the service provider: Hawkesbury Valley Equestrian Centre (HVEC)

**Plan Goals:** *(ie. be confident when I do things or try new things. - To access the community and be actively involved in doing activities).*

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### 2. What supports will be provided?

What are the supports to be provided?

“THE EQUINE EXPERIENCE” - Innovative Community Participation

- Caring for a horse
- Learning to ride a horse
- Confidence building activities
- Communication
- Self-Awareness
- Social & community participation
- Ground Work
- Horsemanship
- Grooming
- Tacking up

### 3. How they will be provided

The service will be provided in a private session, face to face at the riding centre in a supervised setting with a horse riding coach.



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- **When they will be provided?**

Day of the week \_\_\_\_\_ Time: \_\_\_\_\_

Start Date: \_\_\_\_\_

Frequency: \_\_\_\_\_

Weekly/fortnightly/monthly

- **Who will provide them**

A Hawkesbury Valley Equestrian Centre Horse Riding coach will be delivering the sessions.

- **how long they will be provided for**

- Plan Start date: \_\_\_\_\_

- Plan End date: \_\_\_\_\_

- **How much will they cost?**

\$100 per person per hour

example: 40 weeks during school term

Total budget for this activity: \$4,000

#### 4. **A: What is expected of the participant?**

1. Act in a safe and appropriate manner
2. Listen to instruction
3. Give reasonable notice for booking cancellations (48 hours or more is appreciated)
4. Arrive on time for sessions
5. Wear appropriate clothing and footwear
6. Ensure correct funding is available and approved
7. Ensure your plan manager's funding is available for invoicing or pay the outstanding fees out of pocket.

#### **4B: Important information for Participants:**

1. Wet weather may prevent us from proceeding with a booking. Short notice cancellations may be made by HVEC staff and we will contact you as soon as possible.
2. Up to date contact information must be supplied.
3. A waiver of liability must be completed by the participant or their legal guardian prior to commencement of session one.



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4. If NDIS funding is not available for session billing, all accounts will be made payable directly to the participant or their guardian.

5. Participants are aware that Horse riding is a dangerous activity. Hawkesbury Valley Equestrian Centre recommends individual rider's insurance which is available to purchase from insurers such as Affinity Insurance, ESI and Gow Gates.

6. Suitable attire must be worn. Long pants and covered shoes (ideally a pair of boots with a smooth sole and small heel). If you are riding regularly, we also recommend purchasing your own helmet.

7. In some instances, support workers accompanying participants may be required to assist the participant and HVEC staff during sessions.

**Participants are aware that If health conditions or disabilities may impact a participant's ability to safely ride or interact with horses, please speak to your doctor prior to commencement of sessions and supply a doctors certificate with registration forms.**

We are happy to work with each individual however we understand there may be limitations in some instances.

### 5. What is expected of the service provider?

To provide safe and appropriate activities, in line with client's plan outcomes.

To act with the client's best interest in mind at all times.

To give reasonable notice for cancellations (if poor weather conditions force cancellations, these can be made at short notice without penalties)

### 6. What is expected of the service provider?

Hawkesbury Valley Equestrian Centre will redeem fees by invoicing the client directly if they are self managed. Or they will invoice your plan manager direct, for plan managed clients.

Invoicing details: Is the client *(please tick)*

Self Managed:

Plan Managed:  Plan Manager's Name: \_\_\_\_\_

Company Name to Invoice: \_\_\_\_\_

ABN: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Ph: \_\_\_\_\_



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### 7. How to make changes.

Changes to this agreement can be made at any time with reasonable notice (more than 24hrs) in writing to Renee at [info@hawkesburyvalleyequestrian.com](mailto:info@hawkesburyvalleyequestrian.com)

### 8. How to end the agreement

Either party can end this agreement with a minimum of 72 hours' notice in writing at any time.

### 9. What to do if there is a problem?

Contact the Service Provider: Hawkesbury Valley Equestrian Centre - **Renee Ware**



Daytime phone number: 0432 105 104



Evening phone number: 0403 816 751 (emergency only)



Mobile number: 0432 105 104



Email address: [info@hawkesburyvalleyequestrian.com](mailto:info@hawkesburyvalleyequestrian.com)



Business address:

26 Hillcrest Rd, Yarramundi NSW 2753

### YOUR CONTACT DETAILS



Your daytime phone number:



Your evening phone number:

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Your mobile number:

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Your email address:

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Your home address:

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The name of someone we can contact if we can't get in touch with you:

**Name**

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Their phone number:

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### Signatures



**Name**

Participant name:

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Signature:

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Date:

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**Name**

Service provider name:

Hawkesbury Valley Equestrian Centre

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Signature:

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Date:

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