

Training Session	Date	Time Required	Membership No.
Standard of Horse/Rider (any relevant information of use to trainer)			
Name and Address		Phone number	Cheque enclosed, amount £
Signed	Cheque payable to Keysoe RC. Payment will not be refunded if less than 24 hrs notice given for cancellation.		

Please complete and return the form enclosing payment, cheques made payable to “Keysoe Riding Club” to reach us in advance, 4 working days prior to the session. Please return to Keysoe Riding Club, The College EC, Church Road, Keysoe, Beds. MK44 2JP.

KEYSOE RIDING CLUB BOOKING FORM

Keysoe Riding Club strives to provide training sessions suitable for all its members.

As from 1st February 2008, we will be accepting bookings for sessions on the completed booking form as above. These must be returned, to reach us at least 4 working days prior to the session you wish to attend with an enclosed payment.

This will enable smooth administration.

You can prebook as many sessions as you want as long as they are prepaid and a booking form completed for each. These forms can be downloaded and printed from The College website or collected when you are next at The College.

- Plan ahead, book into training sessions, return your booking form with payment well in advance of the cut off date. Entries may not be taken after this time. Enter the dates in your diary.
- Return your booking form with the appropriate fee, by the date requested. Cheques made payable to “**Keysoe Riding Club**”
- If you have to withdraw from a session, ring and leave a message as soon as possible as there may be a waiting list. If you can fill you place or there is a substitute able to take your place, a refund will be given. If the place is empty, we cannot refund you.
- We still have to pay the trainers and for the arena hire and equipment, regardless of how many people attend.
- Do not turn up to sessions that you haven’t booked into, on the off chance that you can be fitted in. It is not fair on the people that have booked, or on instructors who suddenly find they have extras in their ride.
- All members should arrive promptly for sessions and be ready before the session start time.
- Please remember, arriving late disrupts the rest of the group, so please be on time.
- At the end of your session, please remember to thank your instructor and organizer before you leave.