



**Thorncroft Equestrian Center**

190 Line Road, Malvern, Pa 19355

Office: 610.644.1963 \* Fax: 610.644.9342 \* www.thorncroft.org

**RELEASE FORM**

1/15/18 rev. For office use only: ETap Entry Date/Initials \_\_\_\_\_ ETap Database# \_\_\_\_\_

Rider/Participant/Volunteer (Circle One) Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Rider's Height \_\_\_\_\_ Rider's Weight \_\_\_\_\_ for safety, Thorncroft is unable to accommodate riders that exceed the 200 pound weight limit.

If under 18: Father, Mother, or Guardian (please circle): \_\_\_\_\_

If you are married, the name of your spouse: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_

*If this is a student release, please note the Name & Address of the Person/Organization responsible for payment of lessons*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

**IN CASE OF EMERGENCY, PLEASE CONTACT** \_\_\_\_\_ Parent(s) \_\_\_\_\_ Spouse \_\_\_\_\_ Guardian/Care giver

Name: \_\_\_\_\_ Day: \_\_\_\_\_ Evening: \_\_\_\_\_

**LIABILITY RELEASE** In consideration of accepting \_\_\_\_\_ (**Rider's name**) in the program, or any other activity at Thorncroft, I understand that horses are unpredictable by nature and I voluntarily assume the risks and dangers involved. I hereby, intending to be legally bound, for myself, my heirs, executors or administrators, waive and release all claims for damages I may have against Thorncroft Equestrian Center/Thorncroft Therapeutic Horseback Riding, Inc., its Owners, Instructors, Volunteers, Aids and or Employees for any and all injuries and or loses. A non-employee is not covered by Thorncroft's insurance or worker's compensation policy. Respecting the ability of the horses, Thorncroft is unable to provide services to riders with a weight of over 200 pounds. Thorncroft is not responsible for any personal items i.e.: helmets, cell phones, etc.

**MEDICAL RELEASE** The above student hereby (**check one**) "Consents \_\_\_\_\_", "Does not consent \_\_\_\_\_" to any medical, dental, or surgical treatment or procedure of an emergency nature that is reasonably necessary to save the life of the person named above or to restore the person to health. I understand that should medical emergency treatment be required, the current insurance information listed here will be provided to the attending clinic or hospital to cover future payment of incurred bills. Thorncroft staff, personnel, and volunteers are not authorized to administer medications including, but not limited to, epinephrine injections and bronchodilators. Medications may only be administered by the participating individual, guardian, or caretaker.

**INSURANCE** The above named student carries accident/medical insurance: \_\_\_ yes\_\_\_ no

Name of Insurance Company \_\_\_\_\_ Policy # \_\_\_\_\_

**PHOTO/SOCIAL MEDIA RELEASE** The above named student hereby "Authorizes \_\_\_\_\_", "Does not authorize \_\_\_\_\_" the use and reproduction by Thorncroft Therapeutic Horseback Riding, Inc. of any and all photographs taken for promotional and or printed materials.

**POLICY OF CONFIDENTIALITY** All information including but not limited to, personal, medical, and financial documents are confidential among all riders, volunteers, and staff. Confidentiality is considered one of our most basic responsibilities.

**ACCEPTANCE OF POLICIES** (please see back) I have read, understand and will respect Thorncroft's policies as they pertain to:

\* Release of Liability \* Photo/Social Media Release \* Policy of Confidentiality \* Lesson/payment billing

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature of Rider or if under 18 y.o. guardian)

**COST OF LESSONS: WE OFFER THE FOLLOWING PAYMENT POLICIES, YOU MAY CHOOSE ONE**

1. Pre-pay for the month: \$175.00 by the 7<sup>th</sup> of the current month.
2. Be billed \$200.00 at the end of the month.
3. New arrivals, first month you may pay by the lesson \$50.00 each *½ hour private or a 1 hour group lessons.*
4. If you are going to be absent for a month or more you may “hold” your lesson time for \$90.00 per month. Lesson times not held are not guaranteed to be available upon your return. Thorncroft is unable to accept Insurance or 3rd party payments.

**BILLS** are due upon receipt. *Lessons will be discontinued for any amount past due 90 days or over.*

**PAYMENT METHODS:** You may pay for your lessons in person. Personal checks are the preferred method of payment. You may also pay by credit card in the front office. If you pay by mail, please remit payment to Thorncroft. On your check note the **student’s name, instructor’s name, and the month being paid.** Thorncroft is unable to accept Insurance or 3rd party payments.

**LESSONS:** A lesson will be held for no longer than 10 minutes. If a student is more than 10 minutes late, the lesson will be cancelled. There are no makeups or credits for missed or cancelled lessons; you may not pay by the lesson.

**MISSED LESSONS:** If you are unable to attend a lesson, please call and leave a message for your instructor. This courtesy will offer time out in the fields for a horse that may otherwise be kept in the stall. Multiple absences may jeopardize your time slot.

**TERMINATING LESSONS:** We appreciate two weeks before you plan to discontinue lessons. In the interest of better serving our riders, we would like to have additional information as to why you are terminating lessons. At the discretion of TEC Management, lessons may be terminated for excessive weight, change in physical, emotional or cognitive ability and/or inappropriate behavior

**TEC HOLIDAY CLOSINGS:** New Year’s Eve at 5:00 PM, New Year’s Day, Memorial Day Weekend Friday-Monday, Independence Day, Labor Day, Thanksgiving, Christmas Eve at 5:00 PM, and Christmas Day. There are no make ups or discounts. (Days may vary, please watch for notification posted at the Farm.)

**INCLEMENT WEATHER POLICY:** While we do not encourage driving in inclement weather, an instructor will always be available if you choose to attend your lesson. Please call the office at 610.644.1963 if you are unable to attend. If the Farm is closed there will be a post on Facebook.

**HORSE CARE:** If physically able, each student is responsible for preparing his or her horse for the lesson (grooming, tacking up, sweeping up after the horse, etc.) Please plan on an additional ½ hour before and after each lesson to tack up and untack your horse/pony. There is barn help available to help you prepare.

**If you would like to volunteer, please be in touch with our**

**Volunteer Coordinator either in person, on the Farm, by phone at 610.644.1963 or e-mail [volunteer@thorncroft.org](mailto:volunteer@thorncroft.org)**

Volunteer requirements: must be 13 y.o. or older, able to commit to a three hour shift, walk in the arena for 1-2 hours, and lift 25 lbs. If 18 years of age or older PA State law requires a “Child Abuse History Report” before you may volunteer. All volunteers must attend a Volunteer Training Session before they may volunteer.

**Help to secure the future of Thorncroft.**

**Donations of cash, stocks, in kind, or product and matching gifts are fully tax deductible.**

**Our United Way program specific code is#01160.**

**Thorncroft is a 501c3 Corporation, Federal E.I.N. Number 23-2218431.**

*Our mission is to develop the physical and emotional well-being of all people including those with special needs.  
Thorncroft is committed to personal growth and education in an equestrian environment of respect and love.*