

**Thorncroft Equestrian Center**  
190 Line Road, Malvern, Pa 19355  
Office: 610.644.1963 | Fax: 610.644.9342 | thorncroft.org

1/02/2019 rev. For office staff only: **Information and Liability** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Data Base Entry Date/Initials

**PARTICIPANT INFORMATION**

Please check the appropriate box(es) **My relationship with Thorncroft is as a:** \_\_\_\_\_ Student \_\_\_\_\_ Volunteer \_\_\_\_\_ Staff \_\_\_\_\_ Community Service\

*Volunteers 18 years and or older MUST have proof of a current/clear Pennsylvania Child Abuse History Clearance (this is a State Law) before they can attend Volunteer Training. Those doing service/school or community service hours are responsible for keeping a copy of their hours when they leave, Thorncroft will not keep track of your hours.*

Participant Name: \_\_\_\_\_ Participant DOB: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Students only: please note the height: \_\_\_\_\_ and weight: \_\_\_\_\_ - 50 \_\_\_\_\_ 51 - 100 \_\_\_\_\_ 101 - 150 \_\_\_\_\_ 151 - 175 \_\_\_\_\_ 176 - 200  
*Thorncroft is unable to accommodate riders over the 200 pound weight limit.*

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

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

Participant Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

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

**If this is a student release, please note below 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/Caregiver

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

**LIABILITY RELEASE** In consideration of accepting \_\_\_\_\_ (participant's name) in the riding 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 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 individual 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.

**HELMET REQUIREMENT & SUGGESTED RIDING ATTIRE** An ASTM-SEI approved helmet is required while mounted. I have been advised to wear hard soled shoes and long pants in and around the stables and while working with or riding horses, so as to help prevent horse-related injuries. (Open toe shoes are not allowed in the stable area).

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

Name of insurance Co. \_\_\_\_\_ 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 participants, volunteers, and staff. Confidentiality is considered one of our most basic responsibilities.

# THORNCROFT EQUESTRIAN CENTER POLICIES

## PAYMENT POLICIES

- 1) Payment and a signed release form for new students must be received before the first lesson.
- 2) Pre-pay for the month: \$175.00 due by the 7<sup>th</sup> of the current month.
- 3) You may not pay by the lesson. (New students, please see #5)
- 4) Billing of \$200.00 occurs at the end of the month.
- 5) New riders only, first month you may pay by the lesson \$50.00 each ½ hour private, 45 minute semi-private, or 1-hour group lesson
- 6) If you are going to be absent for a month you may "hold" your lesson time for \$90.00 per month.\* Communication to your instructor **and** the office manager must be made one week prior to the month you are holding. If you do not pay the hold fee and wish to take a leave of absence from riding, your lesson time is not guaranteed to be available upon your return.
- 7) Invoices are due upon receipt. Lessons will be discontinued for any amount past due 90 days or over.

## PAYMENT METHODS

- 1). You may pay for your lessons in person with check (made out to Thorncroft Equestrian Center) credit card or cash.
- 2) If you elect to pay by cash, you may obtain a cash receipt from the front office. If you pay by mail, please remit payment to Thorncroft, 190 Line Road Malvern, PA 19355.

## LESSON CANCELLATION POLICY

- 1) **Due to the volume of lessons at Thorncroft, makeup/rescheduling of lessons for any missed lessons are not available.**
- 2) No refunds or credits will be issued for lessons cancelled by the rider.
- 3) If you are unable to attend a lesson, please call and leave a message for your instructor.
- 4) Multiple absences may jeopardize your time slot.

## HOLIDAY CLOSINGS POLICY

**Thorncroft is closed on the following days:** New Year's Eve at 5pm, New Year's Day, Memorial Day Weekend Fri - Mon, Independence Day, Labor Day, Thanksgiving, Christmas Eve at 5pm, and Christmas Day

**No rescheduling or makeup lessons will be available.**

## INCLEMENT WEATHER POLICY

On the rare occasion that the barn is closed due to weather, there will be a notice on our voicemail stating Thorncroft is closed and a notice posted to our social media accounts. We encourage you to make the safest choice when deciding to travel in inclement weather. There will always be an instructor available to teach a lesson.

***No rescheduling or makeup lessons will be available should you choose to cancel.***

## TERMINATING OF LESSON POLICY

We would appreciate notification 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.

## HORSE CARE POLICY

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.

**ACCEPTANCE OF POLICIES** (please see front) 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 Policy

**\*Signed:** \_\_\_\_\_ **\*Date:** \_\_\_\_\_  
(Signature of student, parent (if student is under 18 y.o), guardian or volunteer)

**I am interested in volunteering! Yes \_\_\_ No \_\_\_**

**Help us Keep in touch, let us know what you'd like to know.**

How did you find out about Thorncroft? \_\_\_\_\_  
How would you like to receive information - via: \_\_\_ email \_\_\_ "U.S. mail" or \_\_\_ both

**Help to secure the Future of the Farm**

Donation of stocks, in kind, cash or product, matching gifts, United Way program specific code #01160  
Gifts are fully tax deductible. Thorncroft is a 501c3 Corporation, Federal E.I.N. Number 23-2218431.