



Harmony Hills Equestrian Center, Inc.

825 Apache Road ♦ Pembroke, VA 24136
Phone 540-357-0800 ♦ Home Phone 540-626-5827 ♦ www.harmonyhills.com

2012 PROGRAM GUIDELINES **for** **Harmony Hills Equestrian Center, Inc.**

RIDING LESSONS

LESSONS THAT ARE ARRANGED AND PAID FOR **ON A ONE TIME OR 'AS ARRANGED' BASIS:**

This is for those who do not wish to commit to a lesson format and the fees are as follows:

Private lessons (1 hour)-----	\$50
Private lessons (1/2 hour)-----	\$40
Semi-Private lessons (1 hour)-----	\$45*
Group lessons (1 hour)-----	\$35*

STARTER PACKAGE

This 4 lesson package is designed to introduce the beginner horse rider to horseback riding in a safe one on one setting. Each lesson is 45 minutes. Students can only take advantage of this package one time and then can continue with regular lesson or enter a session program.

It is recommended for all riders without riding experience, but can also be a wonderful gift for someone interested in trying horseback riding.

The goals of this class are to teach the new horse enthusiast how to safely handle and be around a horse on the ground, how to tie, groom, tack-up and un-tack a horse. Riding goals are to learn the basics of halting, walking and trotting, along with mounting and dismounting. Students will also learn how to care for tack and learn the terms to identify and use the equipment needed to ride

LESSONS IN OUR 4 WEEK SESSION FORMAT:

For those who wish to commit to weekly lessons under to following conditions:

- Sessions are in 4 week segments and with regular lesson times as arranged by the instructors and/or office.
- The party responsible for paying the students fees, must turn in a signed request and acknowledgement of the guidelines.
- Absences in each 4 week session can be made up under the following conditions:
 - *The student must call the office or the instructor within 24 hours before their scheduled lesson time. If the student does not call or make previous arrangements the lesson is forfeited with no reimbursement or re-scheduling of the lesson.*
 - *The lesson rescheduled must be of the same type: group, semi-private or private or make up lesson fee must be paid.*
 - *Lessons must be made up by the end of the next session unless otherwise arranged by the instructor or office for special circumstances.*
 - *Lessons missed in one session can not be carried over to 'off-set' the cost of the next session.*
- Payment is due on the first week of the session but to receive the discount you must pay for a FULL session.
- If an individual signs up for more than one session per period they will receive an additional 5% discount per session. They do not have to be of the same type of lesson. For example one can sign up for 4 weeks in private lessons and another 4 weeks in group lessons and get the discount for both sessions as long as they are in the same time period.
- Students who are signed up for at least one session may arrange for additional lessons if they want at the Good Student Discount Rate during that session. (See Price List)
- Every effort will be made to place those wanting group or semi-private lessons with an appropriate group. However, sometimes this is not possible due to schedules and numbers. We will try as quickly as possible to get the student the desired type of lesson. Meanwhile, students will be responsible for payment for the type of session they are in.
- If you sign up for a session it will be renewed automatically unless you notify the office, BEFORE the start of the next session of any changes you want to make. If you do not notify the office you will be responsible for payment for the session.
- If you are in a group or semi-private session the office may, due to schedule difficulties, have to change your type of session at times. If this is the case you will be notified of the change as soon as possible before the new session starts.

HHEC HORSE LEASING PROGRAM

Harmony Hills only offers, “partial leasing” of their horses to Harmony Hill students who pass a set of criteria that enables them the use of the leased horse for up to 3 practice rides per week to work on skills they have learned in their lessons in a loosely supervised schooling situation. These are month-to-month leases on individual horses and those students have priority in the use of that horse in shows and events. A great way to improve a student’s riding skill and a good precursor to owning your own horse or a much less expensive way to have a special horse of your own. **Cost: \$180/month** (See Horse Leasing Contract for details.)

TACK LOCKERS

A limited number of tack lockers are available to HHEC students who wish to have a place to store any of their own possessions. **Cost: \$10/month** (See Tack Locker Contract for details)

Other Programs Offered at Harmony Hills

HHEC Equine 4H Club

HHEC has an active Equine 4H club where we work on our horsemanship skills, community service is done and we have fun too! Meetings are the 2nd Monday of each month unless otherwise scheduled. Open to ages 9 to 18.

Sinking Creek Pony Club

HHEC is the host barn for Sinking Creek Pony Club. Pony Club in as International Organization that emphasizes formal instruction over competition and horse management in a variety of disciplines. Members learn to ride and care for their mounts safely and well. Club members progress through a standard rating system that encourages them to learn more about horses and become increasingly accomplished riders. Ages: 5-25

Harmony Hills Summer Camps

HHEC offers a number of summer camps all season. These range from beginner to advanced camps. For more information see our camp brochure.

Specialty Clinics/Instructors:

Frequently HHEC host Specialty Clinics and Special Guest Instructors. Watch for postings and emails about these opportunities.

HHEC Show Programs:

HHEC offers some low level show opportunities for our students which includes dressage, combined training and games. These are a lot of fun, low key and great for those in their first show experiences or those getting back into it! Come have fun with us. Watch for posting and emails!

Showing: HHEC students and instructors go several times a year to local schooling and recognized shows in different disciplines. If interested in showing with us let us know!

Price List:

Starter Package: \$150
(See Flyer for details)

Lessons if not in the session program:

Private lessons: (1 hour)-----\$50
Private lessons: (1/2 hour)-----\$40
Semi-Private lessons: (1 hour)-----\$45/rider (2 in class)
Group lessons: (1 hour)-----\$35/rider (3-4 in class)

4 week Packages: (See Lesson Program Guidelines for details)

Private lessons: \$180
Semi-private: \$160
Group: \$115

ADD A PRACTICE RIDE TO YOU PACKAGE!

Additional Practice rides: \$25 per ride or \$90 for 4 rides in the 4 weeks session

Good Student Discounted lessons:

(For those already in a 4 week session who would like a few more lessons)

Private lessons: (1 hour)-----\$45
Semi-Private lessons: (1 hour)-----\$40
Group lessons: (1 hour)-----\$30

Make up lesson fees:

(If making up a lesson of a different type than paid for in a session)

Semi-Private to Private:-----\$15
Group to Semi-Private:-----\$15
Group to Private:-----\$20

Other fees:

Locker Rental (per month)-----\$10
*Horse Use Fee (for practice ride if in session program)- -----\$25
*Add A Weekly Practice Ride to a Session-----\$90
*Horse Use Fee (for practice ride if not in session program)-----\$35
**Horse Leasing Fee (per month)-----\$180

*must have permission from instructor and/or office

**must have permission from instructor and/or office and fill out release/agreement

Payment

For those who would like we do take VISA and MasterCard (Debit or Regular Credit Cards) and can arrange for automatic payment for your lessons. Simply fill out a VISA/MasterCard File form. Of course you can also pay with cash or a check made out to Harmony Hills Equestrian Center, Inc. anytime you do not want your card charged. (See attached form)

Payment Schedule:

For those in the 4 week sessions payments are due in full the first week of the session.

2012 SESSION DATES:

Session 1: Jan 2
Session 2: Jan 30
Session 3: Feb 27
Session 4: Mar 26
Session 5: Apr 23
Session 6: May 21

Session 7: June 18
Session 8: July 16
Session 9: Aug 13
Session 10: Sept 10
Session 11: Oct 8
Session 12: Nov 5

Session 13: Dec 3

Request for HHEC Session Program

Harmony Hills Equestrian Center, Inc.
825 Apache Road ♦ Pembroke, VA 24136
Phone 540-357-0800 ♦ Home Phone 540-626-5827 ♦ www.harmonyhills.com

Date: _____

I, _____ request to be signed up for HHEC 4 week session format. I understand and agree to the guidelines listed below.

Signature

GUIDELINE FOR LESSONS IN OUR 4 WEEK SESSION FORMAT: For those who wish to commit to weekly lessons under to following conditions:

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- Every effort will be made to place those wanting group or semi-private lessons with an appropriate group. However, sometimes this is not possible due to schedules and numbers. We will try as quickly as possible to get the student the desired type of lesson. Meanwhile, students will be responsible for payment for the type of session they are in.
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Permission for Visa/MasterCard File

Date _____

I give permission for HHEC to charge: VISA/MC

_____ which expires on _____, held by
_____ (print name on the card) for lessons or
expenses not paid by cash or check for the following students/horses:
(List names of students/horses)

I understand that if my bill is not paid by with cash or check within 30 days of billing I may be automatically charged for those expenses on this card.

Signed: _____
(Name of VISA/MC card holder)

Address: _____

Phone: _____ Cell: _____

Email: _____



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Horse Leasing Contract

Harmony Hills only offers “partial leasing” of a horse or ‘add a ride’ and only to Harmony Hill students who pass a set of criteria that allows them to the use of the leased horse, if available, for up to 3 one hour rides per week to practice the skills they have learned in their lessons in a controlled schooling situation. These are month-to-month leases on individual horses.

To clarify:

1. Only students who have demonstrated the ability to catch, groom, tack-up and un-tack their mount safely and independently are eligible to lease a horse.
2. Only students who have demonstrated to ability to walk, trot and canter their mount in a controlled and proficient manner are eligible to lease a horse.
3. Students must be taking at least one lesson per week to lease a horse or have made other arrangement with the staff.
4. Students are only permitted to practice the skills they have shown proficient ability for in their lessons. If a student is found to be doing any type of riding they are not approved for, their lease can be terminated.
5. No jumping is allowed with a leased horse during leasing time unless approved by the instructor and only at heights approved. Jumping is only allowed during lessons and shows *unless* otherwise approved.
6. If a student is found to be abusive to an animal their lease can be terminated.
7. If the student is behaving in an unsafe manner placing themselves or the horse at risk their lease can be terminated.
8. The horse is not allowed to leave the premises.
9. The student must arrange their riding times with the office to assure the horse is available and a Harmony Hills staff person is be available to help with any problems and over see the riding time. This does not mean the staff has “eyes on the student at all times”, but is around the facility to answer questions and help with any problems. This is not lesson time, but practice time and the student is expected to be independent.
10. If the selected horse is not available for any reason the student may be assigned another horse to ride with the approval of their instructor or the office.
11. If a student is having any problems they are unsure about how to handle they are to ask a Harmony Hills staff person for help.
12. All liability waivers signed for riding lessons apply to the lease rides, handling of the animals, facility and staff as well.

Fees: (check one which applies) Partial Lease \$180/month Add a Ride \$90/mon

I, _____ (*students' name*), request to lease, _____, (*name of horse*), at Harmony Hills Equestrian Center, starting on _____ (*date*). I have read to above restrictions and agree to follow them. I understand that this lease can be terminated at anytime by Harmony Hills and that I will be responsible for a month-to-month lease on the above named horse until I, or Harmony Hills, terminates this agreement. I also understand that once payment is made Harmony Hills will not refund any payment due to termination or not using the 3 rides per week or I do not use the add a ride during the four week session.

Signed: _____

Witness: _____



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**Harmony Hills Equestrian Center, Inc.
Tack Locker Contract**

Date _____

Harmony Hills Equestrian Center, LLC (HHEC) agrees to provide the use of _____ tack locker(s) to:

Name _____, who resides at

Address: _____

_____ - _____

Phone: _____ for their personal items at the rate of \$10 per month and under the following conditions:

1. No flammables, explosives, alcohol, tobacco or illegal substance of any kind can be kept in the locker.
2. The lessee understands that Harmony Hills Equestrian Center, Inc. assumes no responsibility for any damage due to any reason, or theft of any item(s) in the lockers, whether they are locked or not.
3. The lessee understands that it is their responsibility to provide and use a lock for their locker if they so desire.

I, _____ have fully read understand and agree to the attached contract. I also hereby release Harmony Hills Equestrian Center, LLC and owners, Marc and Terry Abrams, and the staff of HHEC of any and all responsibility and liability for items lost, damaged or stolen from the locker(s).

I understand that monthly charges are due by the 5th of the month or late fees will be assessed at 10% of the amount due. I also understand that any returned checks would be assessed and additional charge of \$30 per check:

_____ I will be paying by check each month.

_____ I would like the following VISA card to be charged automatically each month:

I give permission for HHEC to charge: VISA # _____ which expires on _____, held by _____ (print name on the card) for the above requested services from _____ (beginning date) until said I notify HHEC in writing that I no longer want the service or I notify HHEC in writing I wish to change payment methods.

Signed: _____ (Name of VISA card holder)

Date _____

Signature of payee: _____