

## What we do

Equine Bookings gives event organiser's the opportunity to accept online bookings and hassle free payments at no extra cost. The system provides events with an automated online entries secretary helping to save time, stress, bank charges and extra man power whilst running your event.

The system allows riders and owners to book, pay and view their entries at any time, without the need to contact anyone.

## How the Online Entries System Works

Equine Bookings is hosted on [www.horse-events.co.uk](http://www.horse-events.co.uk) website.

This website has thousands of visitors each month giving events a platform to advertise, allowing more potential customers to view your event.

Each event has its own unique page and is categorised in the relevant event category. A link can be set up from the organiser's website to this individual booking page.

This page acts as an online schedule allowing potential entrants to find out all the information they need to know about an event including dressage test downloads as well as giving the option to book online.

Equine Bookings acts as your entries secretary and support for via email and telephone to your competitors

The Event Entries are taken using our online secure form and payment gateway. The funds are collected into our Equine Bookings client account. Prior to entries opening it is decided how often the entry fees are to be transferred into your own event account; weekly, monthly or on close of entries.

A record of entries, payments and transfers are recorded, and at any time can be accessed via the organisers online account.

Each organiser is given a login to view and download their event attendees as and when they wish. This ensures organisers can keep up to date with the entries. A

## Entry fees & Booking Fees

The entry fee is decided by the event organiser usually on a per class basis. In addition to this, we as your booking agent add our small fee on a per class basis to the event.

There is no cost to the event organiser, we collect the booking fees accordingly when entries for the event are taken, and the total entry fees are transferred to your event account.

In the case of entry fees having to be refunded this will be done in line with the individual events terms and conditions. Booking fees are non-refundable.

### **Booking fees payable by the competitors per class**

#### **2018 Pricing**

***There has been a slight increase in booking fees due to the 2018 Credit Card legislation. This means that nobody paying by credit card will be allowed to be charged an additional %***

Entry fee £15 and under – £1 per class

Entry fee over £15 and up to £30 - £1.35 per class

Entry fee over £30 and up to £75 - £1.50

Entry Fee Over £75- £2 per class

**There are no banking or card charges to you as the organiser we pay these for you.**

What does this mean – every time someone pays online using a card the card providers charge us to use this service .

We take this charge on for you in the booking fee so you don't have to.

#### **Protection of your money**

Your Money is kept in our secure client account. When we hold your money we are entering into a legally binding contract to transfer the full entry fee amount into your account on the basis you decide. Our Business account is totally separate to where your event money is held. Booking fees are only transferred when an invoice has been raised and the event bookings are closed.

Equine Bookings do not hold any credit card details, this is all dealt with by our payment processing provider Realex.

#### **The Contract**

Equine Bookings acts as a booking agent on behalf of the event organisers the entrant's contract is with the organisers not with the Booking Agent.

Cancellations and Withdrawals: Each organiser will list their individual withdrawal and cancellation terms on their unique event page. When withdrawing or cancelling an entry these terms will be used. Refunds can be processed back onto the card in which the entrant paid on.

Equine Booking will act as the event Secretary and can be contacted for entry queries. An additional event organisers contact details will be given as a point of contact for all other event queries.

**Is it Really free to the organiser? YES**

To accept your entries, it is totally free to you.

We provide you a full list of your entries, you can then produce your times and paperwork as you wish. For this service, you pay nothing!

**EQUINE BOOKINGS**  
*Enter your equestrian events online*

Bank charges - There are no banking charges to you as the organiser, we pay for your merchant account charges.

## **Additional Event Services Available**

These services can be split or provided as a package alongside the Equine Bookings system. A quote will be provided for your individual event needs.

**Postal Entries** The same process of a Booking fee is used and no charge is made to the event organiser for handling postal entries.

Postal entries will be processed on the online secretarial system by us. The Entry form is sent direct to us along with a cheque payment made out to your event/organisation which we can bank for you.

## **Event Times & Running Orders**

1. Times can be produced and published on our website.
2. Running orders can be formulated and sent to you for printing

## **Crib Sheets & Master Score sheets**

3. Crib sheets for dressage, and optimum times can be provided.
4. A4 Master Score sheets will be sent to you for printing.

## **Commentary Information**

5. Individual competitor commentary Information cards

## **Additional service Costs**

Postal entries – Free to organiser we just charge a booking fee to the competitor as per online entries

Example for cost for additional Admin service for an ODE

To provide your event with the following in print ready format sent in either excel or pdf

Competitor Times  
Running orders  
Score sheets  
Crib sheets  
Commentary cards

Total cost £1 per number given

## **Contact us:**

Email: [Info@horse-events.co.uk](mailto:Info@horse-events.co.uk)

Phone: 07962 251 696

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