



**NDIS Participant Name:** \_\_\_\_\_

Participant #: \_\_\_\_\_

Participant DOB: \_\_\_\_\_

Participant direct contact number: \_\_\_\_\_

Participant direct email: \_\_\_\_\_

Guardian contact phone: \_\_\_\_\_

Guardian Contact email: \_\_\_\_\_

Support coordinator phone: \_\_\_\_\_

Support coordinator email: \_\_\_\_\_

Support worker phone: \_\_\_\_\_

Support worker email: \_\_\_\_\_

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**Payments and cancellations**

Cancellation charges: 100% if less than 2 business days' notice is given.

Payments: Plan manager will be invoiced / self-managed client will be invoiced via QUICKBOOKS

Plan manager name: \_\_\_\_\_

Plan manager phone: \_\_\_\_\_

Plan manager email: \_\_\_\_\_

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**Contact and Cancellations:**

Cancellations: [absent@portmacquariehorseriding.com.au](mailto:absent@portmacquariehorseriding.com.au)

Changes: [info@port.acquariehorseriding.com.au](mailto:info@port.acquariehorseriding.com.au)

Feedback: [angela@portmacquariehorseriding.com.au](mailto:angela@portmacquariehorseriding.com.au)

PMHRC Contact number: 0487 004 483

Email is preferred: [info@portmacquariehorseriding.com.au](mailto:info@portmacquariehorseriding.com.au)

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**Participant information:** Please tell us as much as you can about your participant so we can provide the best sessions possible. We are providing sessions as horse riding coaches that support plan goals around innovative community participation. We will endeavour to follow the plan goals as best we can. If your participant has any behavioural, medical, health conditions, you may be requested to have a clearance from your doctor before we commence.

Participant information:

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4. If short notice cancelations are made (less than two business days) bookings are 100% payable.
5. Wet weather may prevent us from proceeding with a booking. Short notice cancellations may be made by PMHRC staff and we will contact you as soon as possible.
6. Up to date contact information must be supplied.
7. A waiver of liability must be completed by the participant or their legal guardian prior to commencement of session one.
8. If NDIS funding is not available for session billing, all accounts will be made payable directly to the participant or their guardian.
9. Horse riding is a dangerous activity. Port Macquarie Horse Riding Centre recommends individual rider's insurance which is available to purchase from insurers such as AON, ESI and Gow Gates.
10. Suitable attire must be worn. Long pants and covered shoes (ideally a pair of boots with a smooth sole and small heel). If you are riding regularly, we also recommend purchasing your own helmet.
11. In some instances, support workers accompanying participants may be required to assist the participant and PMHRC staff during sessions. Support workers will be required to sign a waiver of liability before assisting and also wear covered shoes.
12. If health conditions or disabilities may impact a participant's ability to safely ride or interact with horses, please speak to your doctor prior to commencement of sessions and supply a doctors' certificate with registration forms. We are happy to work with each individual however we understand there may be limitations in some instances.

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**What is expected of the participant?**

1. Act in a safe and appropriate manner
2. Listen to instruction
3. Give reasonable notice for booking cancellations
4. Arrive on time for sessions
5. Wear appropriate clothing and footwear
6. Ensure correct funding is available and approved
7. Ensure NDIS funding is available for invoicing or pay the outstanding fees out of pocket

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**What is expected of the service provider?**

1. To provide safe and appropriate activities in line with the participant's plan outcomes.
2. To act with the participant's best interest in mind at all times.
3. To give reasonable notice for cancellations (if poor weather conditions force cancellations, these can be made at short notice without penalties)

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**(Office use)**

**Booking details**

Start Date: \_\_\_\_\_

Frequency: \_\_\_\_\_

Day/Time: \_\_\_\_\_



Location: Port Macquarie Horse Riding Centre, 10 Winery drive, Port Macquarie, NSW 2444.

Session cost/per session: \_\_\_\_\_

Total cost for length of plan: \_\_\_\_\_

Plan start & finish date: \_\_\_\_\_

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**Signatures**

By signing this Agreement, you agree to all of the information included.



**Name**

Participant name:

\_\_\_\_\_



Signature:

\_\_\_\_\_



Date:

\_\_\_\_\_



**Name**

Service provider name:

Port Macquarie Horse Riding Centre

\_\_\_\_\_



Signature:

\_\_\_\_\_



Date:

\_\_\_\_\_

\_\_\_\_\_

A copy of this agreement will be made available once signed by both parties.