



## **Paddock Booking Procedure**

The purpose of this procedure is to protect Oak Tree, the staff, members of the public and visiting and on-site animals. With the specific aim of maintaining good animal welfare and minimising disruption to onsite operations, ensuring the safety of all concerned. It also sets out the charges to be applied and when.

### **Context**

Oak Tree rents out a large secure Paddock to members of the public, and their dogs, for safe and secure exercise:

- Slots are twice daily at 11.30am and 12.30pm including weekends (unless booked out by Oak Tree, on fair days for example).
- A cost of £10 covers the person booking and their own dog/s.
- There is an additional £2 per dog, for any additional person bringing another dog within the same time slot.
- Payments for the booking should be made at the time of booking and are non-refundable unless Oak Tree cancels the booking.

### **The Paddock Hirer should:**

- ✓ Pay when making their booking either over the phone or in person.
- ✓ Park vehicles where Reception have requested they do so.
- ✓ Walk to the Paddock in separate groups if more than one party is involved and always without undue noise.
- ✓ All dogs should be kept on a lead when outside of the Paddock area.
- ✓ Stick to the booked time.
- ✓ Check that the Paddock is free of other animals before entering.
- ✓ Collect up and dispose of all poo and toys/broken toys in the bins provided on-site.
- ✓ Ensure that when more than one household is included in the booking, that the dogs concerned are fully known to each other to avoid any unnecessary conflict.

These details should be included on the website where the Paddock advertised and included with the signed Paddock form, issued when making the first booking.