



GRAHAM EQUESTRIAN CENTER

A Maryland non-profit corporation and equine educational center

10301 Harford Road | Glen Arm, MD 21057 | www.GrahamEq.org

POLICY TITLE: Birthday/Pony Party Policy and Procedure

PURPOSE:

- Ensure that birthday/pony parties hosted at GEC are safe and enjoyable for everyone on the property
- Reduce the risk of party activities startling horses, impeding traffic or contributing to other issues
- Reduce the risk of party activity interfering with lessons or the ability for boarders to enjoy time on the farm with their horse(s)

PROCEDURE - GEC:

- Parties are to be scheduled around existing lessons/clinics
- Parties are to be booked on the lesson calendar as soon as the date is known
- Party organizers are to be provided with a copy of this document and sign it. The signed copy is to be placed in the office inbox.
- GEC staff conducting the party must verify that every family/participant has signed a waiver
- GEC staff conducting the party are to make sure that they have sufficient volunteers/helpers to ensure that the party runs smoothly
- The main area of the party - meaning where tables are placed, food is served, etc must either be in the shared field or the field on the left of the driveway (when entering)

PROCEDURE - PARTY HOSTS

- Ensure that all guests have completed an electronic waiver, preferably beforehand
 - <https://app.cleverwaiver.com/render/templateByRefId/5fc5361e13d333000bddc380>
- Guests participating in pony rides must wear a helmet, no exceptions (GEC can provide helmets)
- Guests are not permitted to hold horses or enter the arena to take pictures - persons taking pictures must stay outside of the arena
- Bring sufficient trash bags/receptacles to clean up and contain party waste - place all waste in the dumpster
- Provide a tent for shade if needed (the shared field is not shaded)
- Provide tables/chairs
- Do not use balloons as decor or to mark the mailbox for safety and environmental reasons - there are many alternatives!
- Ensure that children/guests are educated on, and hosts are expected to enforce, the following rules:
 - Overflow parking is in the shared field - no one should be parked anywhere other than the parking lot and shared field
 - No running/screaming around or near the barn or arena
 - Guests must stay on grassy areas - no playing in the parking lot or driveway

Friends of Gunpowder Falls State Park, Graham Area Equestrian Center, Inc.

DBA Graham Equestrian Center

Tax Id (EIN) # 52-2326122



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- Guests are not to enter the barn without a GEC escort
- Guests are not to feed any horses except those participating in the pony rides and then only with GEC staff permission with allowed food items
- Horses and riders have the right of way at all times everywhere on the property
- Music must be kept to a low volume that will not disturb other park-goers, horses, residents, or interfere with instructors teaching lessons
- Dogs must be leashed and under control at all times, dog waste must be picked up and properly disposed of

If you have any questions regarding this policy please contact the Barn Manager or the Facility Manager, or email info@grahameq.org.

Party Organizer: Signature Printed Name Date

GEC Representative: Signature Printed Name Date

Created: 07/19/2021

Last Updated: 08/06/2021

Board Approval: N/A