



## Template Holding Deposit Letter

The document below is a template confirmation letter for yard owners to issue to their prospective clients in order to hold a stable. This may be whilst they wait to purchase a horse, serve notice at their current yard or wait for other circumstances to change that will permit them to join the yard. It is advised to complete all sections and to also set a time limit for this reservation. This can be reviewed and extended if necessary upon expiration of the initial term.

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[ENTER YOUR BUSINESS NAME AND ADDRESS]

[ENTER CLIENTS NAME AND ADDRESS]

[ENTER DATE]

**Reference: Confirmation of Stable Reservation**

Dear [ENTER CLIENTS NAME],

This is to confirm that we agree to reserve a stable for you at [ENTER YARD NAME].

**[CHOOSE ONE OF THE RESERVATION OPTIONS BELOW]**

**1] FIXED DEPOSIT (REFUNDABLE OR NON-REFUNDABLE)**

In order to reserve this stable, we confirm we have received a fixed holding deposit of £[ENTER AMOUNT]. On this basis, the stable will be reserved for 4 weeks until 00/0/00 **[AMEND AS NECESSARY AND ENTER DATE]**. A week prior to the expiration of the reservation, we will contact you to confirm your situation and can review the reservation as necessary.

This is a non-refundable holding deposit **OR** Upon arrival the holding deposit will be deducted from the first months livery payment **[AMEND AS NECESSARY]**. For those who revoke the space this is a non-refundable deposit.

**2] WEEKLY RATE DEPOSIT (NON-REFUNDABLE)**

In order to reserve this stable, we confirm we have received a holding deposit of £[ENTER AMOUNT] per week for an initial period of 4 weeks until 00/00/00 **[AMEND AS NECESSARY AND ENTER DATE]**. A week prior to the expiration of the reservation, we will contact you to confirm your situation and can review and renew the reservation on the same weekly rate as required.

We reserve the right to hold stables for a maximum total of 6 weeks **[AMEND AS NECESSARY]** and after such time may revoke the reservation at our discretion.

We urge you to keep us updated with regards to your anticipated arrival date, and we look forward to welcoming you to the yard.

Kind regards,

[ENTER YOUR NAME, BUSINESS NAME AND POSITION]

**IMPORTANT**

This information as provided above is intended to provide guidance and areas for consideration for those intending to enter into such arrangements. Anyone proposing to enter into such a written agreement should take consideration and their own legal advice as to their particular circumstances.