

Bill Whistlecroft Athletics Arena, Yeovil

Booking Form 2016-17



Please contact Community Health & Leisure on our Booking Line (01935) 462616 to discuss availability and booking requirements. You can save a copy of this form and email us or simply send it via the **submit** button. **If you are unable to edit this form please print a copy and send it to us at the address on the reverse of this form.**

Please complete this form in CAPITAL LETTERS

Name of Hirer:

Organisation:

Address:

Postcode

Email:

Telephone No: Day Evening Mobile

Invoice Address: (if different from Hirer)

Postcode

Event Name:

UKA Track & Field Permit Number (if applicable)

Type of Event (please tick)

Training Competition Approx number of competitors

Facilities Available (please tick as required)

Track & Field Track Only Field Only Photo Finish (on request)
 PA System Floodlights Changing Rooms

Dates & Times

Day(s) of Hire please tick	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Time Required: (including preparation):	Start:	Start:	Start:	Start:	Start:	Start:	Start:
	Finish:	Finish:	Finish:	Finish:	Finish:	Finish:	Finish:
Dates:	Start						
	Finish						
Excluded Dates: (please specify)							

Bill Whistlecroft Athletics Arena, Yeovil Terms & Conditions

1. Interpretation

The "**Hirer**" shall mean the person, club or organisation hiring any part of the Athletics Arena. The Hirer must be over 18 years old. The "**Council**" shall mean South Somerset District Council. "Athletics Arena or track" shall mean Bill Whistlecroft Athletics Arena.

2. Bookings

- All applications for the hire of the Athletics Arena shall be made on the Yeovil Athletics Arena Booking Form.
- As the **Hirer** you will have responsibility for hire charge and for ensuring all conditions of hire are complied with.
- The Athletics Arena can be booked for training or competition.
- Competitions have priority over training dates that are already booked.

3. Charges

- The **Hirer** must pay all charges by the method and payment terms required by the **Council**.
- The **Council** will determine the charges for the Athletics Arena and these may be liable to change without prior notice to the **Hirer**.
- The **Council** reserves the right to cancel future bookings where charges remain unpaid 14 days after the due date without prior notice

4. Rules for Users

- Spikes in excess of 6mm may not be used on the track.
- For all track and field events except running, a qualified athletics coach must supervise athletes.
- The use of hammers for training is prohibited from 1st October to 1st March; chain hammers are available as an alternative.
- The **Hirer** must ensure that all equipment is put away in the correct storage place when training/competition has finished.
- No food or drink is to be taken onto the track other than athletes refreshments. All litter including bottles and cans must be disposed of in the bins provided.
- The **Council** operates a strict no chewing gum and no smoking policy within the Athletics Arena, including the spectator standing areas.

5. Floodlights

The **Hirer** must request use of floodlighting, if required, at the time of completing the Booking Form. Floodlights will be set to be activated 10 minutes before the booking time commences and may go off 10 minutes after the end of the booking. Planning restrictions mean that the floodlights may not be used after 10pm.

6. Public Announcement Facilities

The **Hirer** must request use of Public Announcement facilities, which includes the announcer's room, if required, at the time of completing the Booking Form. No amplified music may be played or broadcast at the Athletics Arena.

Data Protection

Your information will be held under the Data Protection Act 1998 and will be used by the Council to provide the service applied for and to confirm, update and enhance our customer records. Your details may be used by the Council to advise you of other facilities, events or offers that may interest you. If you do not wish to receive this information please tick this box.

CONFIRMATION OF AGREEMENT TO THESE TERMS & CONDITIONS OF HIRE

I HEREBY apply for the use of the Athletics Arena detailed in accordance with the agreed charges and undertake to observe and understand the conditions attached. I also agree to pay the agreed charges on demand.

Signature of applicant.....

Date.....

Address all correspondence to Leisure Bookings, South Somerset District Council, Community Health and Leisure, Brympton Way, Yeovil, Somerset, BA20 2HT or leisurebookings@southsomerset.gov.uk

Booking Confirmation: A booking will only become binding on us when a booking confirmation has been issued to you.

For office use only	√	Date	Completed by
Ins. Docs received (Exp Date) <input type="text"/>	<input type="checkbox"/>		
Programme of events received	<input type="checkbox"/>		
User Guide Issued	<input type="checkbox"/>		

7. Cancellation by the Council

- The **Council** reserves the right to cancel or amend any booking at any time and will not be liable for any loss or damage arising from such cancellation.
- The hiring fee already paid in respect of the booking cancelled or terminated under 7a will be refunded.

8. Cancellation by the Hirer

- Should the **Hirer** cancel the booking or any part of, the **Hirer** shall pay the **Council** the full amount, unless;
- The **Hirer** has given the **Council** 10 days' notice of the cancellation in writing to the **Council**. This can be made via e-mail to leisurebookings@southsomerset.gov.uk.

9. Insurance

- The **Hirer** shall indemnify the **Council** against all third party claims, demands in respect of the death of or injury to any persons or damage or loss of property belonging to any person arising out of use of the Athletics Arena.
- The **Hirer** shall at its own expense effect and maintain its own Public Liability insurance cover.
- The **Hirer** will provide to the **Council**, at the time of signing the Terms and Conditions of Hire, a copy of the relevant Public Liability Insurance certificate.

10. Damage to or Loss of Property

- The **Council** will not accept liability for any damage to or loss of property belonging to users of the facilities/equipment.

11. First Aid or Emergency Incident

- The **Hirer** is responsible for the provision of First Aid.
- All first aid treatments, incidents and emergencies must be notified to the Duty Manager at Yeovil Recreation Centre.

12. Competition Events

Details of the programme must be submitted with the booking form or e-mailed to leisurebookings@southsomerset.gov.uk at least 14 days prior to the booking. If the programme is not received within the specified time the **Council** will not be responsible for the non-setting up of the Athletics Arena.

13. Sub Letting

The Athletics Arena and its facilities/equipment may only be used by the **Hirer**. The **Hirer** may not sub-let or assign the benefit of any permitted booking.

14. Behaviour

As the **Hirer** you accept you are responsible for the behaviour of all persons participating or spectating in the booking.

15. Starter Pistols

The **Hirer** must ensure that any starter pistols used during their booking are below the UKA recommended limit of 140dBA.

16. Sale of Goods

The sale of goods, other than programmes, is not permitted at the Athletics Arena without the Council's prior permission.