

# Yeovil Athletics Arena

## Booking Form



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

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)	<input type="text"/>						

# Yeovil Athletics Arena 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 Yeovil 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.

## 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.

## 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](mailto: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](mailto: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 Arnea without the Council's prior permission.

## 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](mailto: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"/>		