



# Biggleswade Athletic Club



*Affiliated to England Athletics, Association of Running Clubs, the SEAA., and Beds. AAA*

## Conditions of Hire for Sandy Athletic Track

### 1. Method of Booking

Application to hire the facilities may be made by completion of the Track Booking Form available from the Club Secretary or downloadable from the Club's website. This should then be submitted to the address given on the form. Confirmation of acceptance of the booking will be given by the Club in writing, or by e-mail, at which time the total hire charge payable will be advised. Corporate events may be charged at a higher rate.

### 2. Method of Payment

The total hire charge must be made before commencement of the session or event. This should be 2 weeks prior to the date of the hire or at the time of booking if the timescale is less than 2 weeks. Block bookings will be by separate agreement and arrangement.

Payment can be made by cheque to the Club Secretary or by credit transfer to the Club's current account. If using bank credit transfer please give a suitable reference so that the payment can be identified in our accounts.

Sort Code: 20-41-12

A/c No.: 10889148

A/c Name: Biggleswade Athletic Club

Please advise the Club Secretary by e-mail when such a payment is made:-  
[secretary@biggleswadeac.org.uk](mailto:secretary@biggleswadeac.org.uk)

If paying by cheque please send to:-

**Club Secretary**

**41 Jubilee Close, Sandy, Bedfordshire, SG19 1RR**

### 3. Cancellation of Bookings

All cancellations must be made in writing or by e-mail. Any hire charge will be refunded in full if cancellation is received one week or more before the event, 70% refunded if over 3 days and less than a week before, and 50% refunded if less than 3 days.

If for any reason the Club is required to cancel the booking then a full refund will be given regardless of time scales.

### 4. Use of the Facilities

The Hirer shall be the person named on the application form and shall be solely responsible for ensuring that his/her organisation complies with these conditions and any other directions given by the Club. All persons involved with or attending the event shall conduct themselves in a proper and correct manner. The Club reserves the right to refuse admission or to expel those who do not conduct themselves accordingly.

Spikes may not be worn when walking through any of the buildings.

The sale of any food or drink can only be undertaken by prior agreement with the Club.



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## **5. Staffing**

All staff involved with the direct supervision of children must have Disclosure and Barring Service (DBS) clearance and have attended a child protection training course. The Hirer shall be responsible for the supervision of the function and shall ensure that suitably qualified personnel are always present and understand their roles. This should include the provision of First Aid.

## **6. Insurance**

The Hirer shall indemnify the Club against any loss, claims or damage in the respect of the death or personal injury (other than that caused by the negligence of the Club), and in respect of loss of, or damage to, property arising out of the Hire of the premises, and shall take out a third party policy of insurance against any such loss, claims, or damages.

## **7. Use of Photographic Equipment**

All visitors to the facility who wish to take photographs or use video recording equipment are required to seek prior permission from Stevenage Leisure, who manage the site. Permission will only be granted upon the satisfactory completion of a "Photography Authorisation Form" available from Reception.

## **8. Hirer's Property**

All items brought on to the premises shall be at the owner's risk. The Club accepts no liability whatsoever for any loss to, or damage of, such items.

## **9. Health & Safety**

All persons involved with the event for which the Track is being hired are responsible for their own Health & Safety and should be aware of any potential dangers and hazards which can exist when using a Track and associated Field equipment. Any injury sustained should be reported to the Club.

The Hirer must make himself/herself aware of the evacuation procedures that apply to the site in the event of fire or other major episode. These are laid down by Stevenage Leisure who manage the site – a detailed copy of the evacuation procedure is available from Reception.

## **10. Post-Event Responsibilities**

The Hirer must ensure that the facilities are left in a clean and tidy condition and that any litter is cleared away. It should also be ensured that the session finishes within the agreed time scales. Failure to do so may incur an extra charge. Any damage to the Track or associated equipment must be paid for.

## **11. Agreement to Conditions of Hire**

The Hirer is required to indicate on the Track Booking Form that they have read, understand, and agree to comply with the Terms and Conditions laid down in this document.