



# Special event booking

MRM ID:

STAFF USE

West Lothian Leisure are the booking partner and will act on behalf of Linlithgow Community Development Trust

## PERSONAL DETAILS

SURNAME		FIRST NAME	
D.O.B.		TITLE	
POSTCODE	NO.	STREET	
TOWN	COUNTY		
MOBILE	EMAIL		

## ORGANISATION/CLUB DETAILS

ORGANISATION NAME			
GOVERNING BODY		TREASURER NAME	
CATEGORY (X)	YOUTH <input type="checkbox"/>	ADULT <input type="checkbox"/>	COMMUNITY <input type="checkbox"/>
	INSTRUCTIONAL <input type="checkbox"/>	COMMERICAL <input type="checkbox"/>	

## EVENT DETAILS

TYPE OF EVENT		SPORT	
DAY	DATE	NUMBER OF ADULTS	
START TIME	FINISH TIME	NUMBER OF CHILDREN	
EQUIPMENT REQUIRED			

ADDITIONAL INFORMATION	OTHER FACILITIES If you require indoor space, swimming pool, catering, changing pavilion use, please indicate here:
<input type="text"/>	<input type="text"/>

While this cannot be guaranteed, our partners WLL may be able to provide these at additional cost.

## DECLARATION

I have read and understood the terms and conditions overleaf and agree to abide by these as a registered user of West Lothian Cycle Circuit

SIGNATURE	DATE
<input type="text"/>	<input type="text"/>

## WEST LOTHIAN LEISURE STAFF USE ONLY

50% DEPOSIT CHARGE	<input type="text"/>	REGISTERED DATE	<input type="text"/>
RECEIPT NUMBER	<input type="text"/>	BALANCE DUE DATE	<input type="text"/>
50% REMAINING BALANCE	<input type="text"/>	CHECKED BY	<input type="text"/>
RECEIPT NUMBER	<input type="text"/>	BOOKING CREATED BY	<input type="text"/>
STAFF NAME	<input type="text"/>		

# Special event booking T&Cs – West Lothian Cycle Circuit

## Application for let

- All applications for bookings at West Lothian Cycle Circuit must be made on an official application form. At least seven day notice shall be given for hire of the facilities.
- The receipt of an application form does not constitute an acceptance of the application by West Lothian Leisure Ltd. The premises shall not be deemed to be let until the applicant has received confirmation in writing from West Lothian Leisure Ltd.
- All applicants must be over the age of 18 years and proof of identity/age may be required.
- All bookings made in respect of West Lothian Cycle Circuit are subject to the times stated on the booking form. Hirers must ensure that the facility is cleared at the appropriate time. Entry to the facility will be from the time specified on the application for let. Additional time will be charged after the event, if necessary.
- All applications must state the specific areas of accommodation within the facility required for the let. Additional areas requested on the day of let may not be available.
- All applications must state the specific equipment or requirements for the let. Additional equipment or requirements requested on the day of let may not be available.
- No application for let will be accepted while any accounts for payment by the hirer to Linlithgow Community Development Trust remain outstanding.
- Linlithgow Community Development Trust (LCDT) reserves the right to grant or refuse any application for let in whole or in part without giving any reason for same.
- All sports coaches must hold a recognised governing body qualification of a suitable standard for coaching relevant to the activity and organisation. These qualifications must be presented upon request at any time.

## 2. Child Protection Policy

- The hirer is required to ensure compliance with their child protection policy. These policies must be presented upon request at any time.
- Should the hirer not have their own child protection policy there will be a requirement to comply with LCDT's child protection policy.
- Failure to comply with the given child protection policy will result in the termination of the let at any time without West Lothian Leisure Ltd being liable.

## 3. Advanced Booking Of West Lothian Cycle Circuit

- Bookings for West Lothian Cycle Circuit can be made up to one year in advance of date of booking.
- Advance applications for lets of a continual/repetitive nature are accepted solely on the condition that should the premises be required for other individual events, these would take priority. At least seven days notice shall be given to the hirer in all cases.
- Advance applications for lets of a continual/repetitive nature will only be granted for maximum hire duration of 12 months and will be reviewed in March of each year.

## 4. Payment

- Payment for events: 50% of hire charge at time of booking and the remaining 50% to be paid one month prior to the event.
- LCDT reserves the right to bill additional charges as a result of any damage or additional outlay caused as a direct result of that let.

- Failure to pay any accounts within the time required will result in no further availability of premises until the account is paid. When necessary, legal action may also be pursued.

## 5. Cancellation

- LCDT reserves the right to cancel a let without being liable for compensation.
- Notification of hirer's intention to cancel or alter a let must be made in writing.
- In the event of cancellation by the hirer the following charges are payable:
- Cancellation from date of application of booking up until 31 days prior to event 50% charge of event, within 30 days and less 100% charge of event.

## 6. Loss injury or damage

- The hirer is responsible for any loss or damage to cycle circuit including fencing, gates, lighting, electrical switches, tarmac, cobbles, grass, road markings, signage, security systems and storage facilities due to misuse or vandalism caused by their participants, organisation members or spectators.
- The circuit must be left in the way it was found, if the activity introduces dirt or mud to the tarmac, it must be cleaned before the end of the let.
- The hirer is advised that LCDT can accept no responsibility in respect of loss or theft of articles left on the premises during the let or of any articles left on the premises at any time.
- LCDT accepts no responsibility for any loss or damage, including personal injury and death.
- The hirer is required to have relevant insurance for all operations that covers cover loss or damage of property and cover death or injury of persons in the facility during the period of hire. This includes but is not limited to public liability insurance.
- The hirer must indemnify West Lothian Leisure Ltd and Linlithgow Community Development Trust against any loss or damage as described within these conditions.

## 7. Equipment

- All equipment brought into the West Lothian Cycle Circuit by hirer must be removed at the end of the let unless otherwise authorised by the Facility Manager. Any equipment / property stored on the premises is left at the risk of the hirer and LCDT will not accept responsibly for any loss or damage.
- The erecting and dismantling of all equipment necessary for the purpose of the let is the responsibility of the hirer and must be carried out during the times of the let.
- It is the hirers responsibility to ensure that all electrical equipment brought into the facilities has the appropriate PAT certification; copies of the PAT certificates may be requested on or before the event.

## 8. General

- a) The hirer will be required to remove all reasonable waste from the environs of the facility and where necessary make special arrangements for its removal before final vacation of the premises.
- b) The relevant West Lothian Leisure employees shall have access to all parts of the facilities at all times during periods of let.
- c) Advice and instructions of West Lothian Leisure staff must be strictly adhered to at all times during the let.