

West Lothian Cycle Circuit Block Bookings T&Cs

Block Booking Administration

- > 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.
- > West Lothian West Lothian Cycle Circuit block bookings run from April to March. Unless indicated by either party the option to renew will be made available for the forthcoming year.
- > Block bookings are NOT granted entirely on a first-come-first-served basis. Each application is evaluated and the final decision to permit the booking will lie with Linlithgow Community development Trust (LCDT)
- > 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.

Payment of block booking Sessions

- > Block bookings can be paid weekly in advance at the Xcite Venue or by Direct Debit monthly in arrears. Direct Debits will be payable on the 1st of each month and will accumulate all bookings for a calendar month. Weekly payments will be 7 days prior to the booking and the first booking of a block must be paid at the time of booking to confirm.

Monitoring & Notice Periods

- > Should LCDT deem that any block booking is continually abusing the block booking system in any way then LCDT retain the right to cancel that block booking with a minimum of 7 days' notice in writing.
- > Should LCDT require any area of their facility that is normally used by a block booking for the purpose of a special event or similar, WLL will inform any booking affected with a minimum of 7 days notice period.
- > LCDT is not obligated to provide or seek alternative premises for any cancellation, however, will liaise with and support the customer in trying to do so if assistance is sought.
- > Block booking candidates who are wishing to cancel ALL bookings must give a minimum of 28 days notification. One further full month Direct Debit payment will be debited from the customers' bank account and the block booking will end at the end of that month.
- > LCDT will publish all price changes and it is the responsibility of the block booking applicant to remain conversant with any changes relevant to their booking. LCDT will not individually letter every booking on each occasion where there is a change to the price.

Applicants Responsibilities

- > The block booking customer must only use the area designated for the block booking and at the times specified. LCDT reserve the right to change the time and area of the booking by giving the customer reasonable notice.

- > The person responsible for the block booking must pay for all facility equipment that is damaged through improper use. This payment will be due no later than 7 days after the damage has occurred.
- > Any form of anti-social, abusive or aggressive behaviour is strictly forbidden and likely to lead to the termination of future bookings.

Club Conditions

- > 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.
- > All clubs booking the facilities must have at minimum, an **Emergency First Aid qualified person present and be able to provide their own first aid provisions**. These qualifications must be presented upon booking or renewal and upon management request at any time.
- > All constituted clubs must be able to provide the Club Constitution upon request.
- > Fully constituted clubs may approach LCDT to discuss a shortened block booking period to support existing training and competitive fixture arrangements.
- > For fully constituted clubs, official school holidays will also be recognised as breaks in the block booking year where participant numbers may drop to the extent where bookings over the period of the holiday may be compromised. Such arrangements will be granted on an individual basis and at the discretion of the LCDT Board.
- > Proof of adequate Insurance for the club is also required at time of booking.
- > The hirer must conduct a risk assessment prior to the activity taking place.
- > The hirer must conduct a safety check before the session commences.

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.

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 from 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

WEST LOTHIAN CYCLE CIRCUIT BLOCK BOOKINGS T&C'S

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 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 responsibility 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. Bicycle racing

- > All racing activities must comply with the British Cycling Risk Assessment and rules of racing.

Participants

- > Cyclists must take their shoes off before entering the Leisure centre Reception.
- > Cyclists must warm-up on the access road behind the white line, not in the main car park.
- > Cyclists must follow the car-park one way system.

Opening times

- > The car park opening and closing times are highlighted below – if your event requires additional car park access out with these times, please highlight this at time of booking to arrange in advance as gate closure times will not change on the day without prior notice.

Monday – Thursday 06.00-22.00

Friday 06.00-21.00

Saturday 08.45-18.00

Sunday 08.15-20.00