

Special event booking T&C's – 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 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 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 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.

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- d) West Lothian Leisure or persons authorised by West Lothian Leisure shall have the right to suspend or take action at his/her discretion on any matter which, in the opinion of the officers, does not comply with the terms of these conditions, or which he/she considers necessary in the interests of safety and good order or to deal with any contingency not covered by these Conditions of Let.
- e) The hirer shall not provide, sell or allow to be provided or sold any goods or other commodity on or off the premises without the prior written approval of LCDT.
- f) The hirer shall (i) be obliged to obtain from Phonographic Performance Limited for any necessary licence(s) in respect of his use of sound recordings within the subjects of let, and (ii) to indemnify the Contractor and LCDT against any breach of copyright within the subject during the time of let.
- g) The hirer shall, by submission of this Booking Form, accept the conditions of let of which this conditions forms part.
- h) LCDT reserves the right to terminate this agreement by notice in writing from the hire and at any time in the case of non-compliance with any of the terms and conditions of the agreement or for any other reason. In this respect Linlithgow Community Development Trust shall not be under any obligation to pay compensation.
- i) The hirer shall not permit or allow any person to bring any intoxicating liquor or other alcoholic refreshment into the facility and to expel any drunken or disorderly person from the facility.

8. Bicycle racing

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

9. 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

10. Opening times

- > Opening times of the leisure centre car park gate are: Monday – Thursday 06.00-22.00

Friday 06.00-21.00

Saturday 08.45-18.00

Sunday 08.15-20.00

Extended opening times of the gate must be arranged prior to the event please highlight at time of booking, as timings of the open/closure will not be change on the day

- > the car park is unable to be used for larger events and alternative car parking arrangements may need to be made by the event organiser/hirer in advance.
- > Strictly No overnight parking is allowed in the car park