

**Cultural Services – Warwick District Council
Use of Edmondscote Athletics Track 2009 season**

This form is provided for smooth running of your event. Please assist us by completing all necessary information

Name of Club / Organisation

Name of Organiser

Address for Correspondence

.....

Tel No E-Mail Address

PLEASE SEND INVOICE to (if different from above)

Name

Address.....

.....

Tel No E-Mail Address

Day and Dates Required

Event Start Time Finish Time

Time you want Track opened for Track will be clear by

Use of Equipment.
All the necessary equipment is stored in the Competitions Container. All equipment must be returned to the store in good condition at the end of the meeting - failure to do so may result in additional charges being made. Hirers must not use the track training equipment. If the training equipment is mixed with competition equipment then the Hirer may be charged for the labour cost of separating it.

Other requirements

Circle as appropriate. Note additional charges apply on these

- * PA system Yes/No Note the condition under the heading "PA system".
- * Club Room Yes/No Please leave the Club room in the condition you would expect to find it.
- * Extra staff One/Two
A groundsman is always provided but note the conditions under the headings "staffing" and "setting up equipment".

I have read, understood, accept and will comply with the conditions overleaf plus those of the operations manual.

Signed PRINT NAME.....

Position within Organisation DATE.....

**Please return to: - Warwick District Council, Cultural Services, PO BOX 2177, Riverside House Milverton Hill, Leamington Spa, Warwickshire. CV32 5QG
Tel No. 01926 456207 / 456218, Fax 01926 456210, E-mail leisure@warwickdc.gov.uk**

PLEASE ENSURE YOU READ THE CONDITIONS OF HIRE OVERLEAF.

Conditions of Hire

1. All Hirers must comply with the written operations manual for Edmondscote Athletics Track. A copy is available at the track or you can obtain one from Leisure and Amenities
2. **Cars: - Vehicles must not be allowed to park on the estate roads.** The adjacent sports field is available for additional car parking. Any parking within the track surrounds must be tightly controlled and in adverse weather subject to the decision of the ground staff. Hirers are solely responsible for the control of car parking
3. **PA system** - Only the installed PA system within the track must be used, for which an extra charge is made. **A charge of £200 will be made if the microphone is damaged.** You must consult with grounds staff prior to usage and sign the microphone in and out to confirm its working order. Noise levels must be restricted throughout meeting so as not to cause nuisance to local residents.
4. **Insurance** - A copy of the organisations Public Liability insurance must be forwarded before the meeting commences. The Councils insurers will not automatically accept liability for claims arising as a result of events taking place on their property and it is essential that your organisation hold adequate cover for all contingencies (at least £5 million public liability).
5. **First Aid** - WDC do not provide First Aid. It is recommended that you provide qualified assistance of your own or secure the services of a suitable organisation.
6. **Bookings-** All bookings will be confirmed in writing. Cancellations could result in an account being sent for the use of the site if it cannot be re-let. Completed forms must be returned to Cultural Services office at least 14 working dates before the event.
7. **Catering-** Persons booking the facility may provide their own catering, but if commercial concerns are being used the consent of Warwick District Council must be obtained first.
8. **Equipment** – All the necessary equipment is stored in the Competitions Container. All equipment must be returned to the store in good condition at the end of the meeting - failure to do so may result in additional charges. Hirers must not use the training equipment. If the training equipment is mixed with competition equipment then the Hirer may be charged for the cost of separating it.
9. **Litter and Vandalism** - It is the Hirer's responsibility to ensure that the site is left in a clean and tidy condition. All litter should be placed in the bins provided. Additional time spent by the grounds staff litter picking on the ground or in the changing rooms will be re-charged to the Hirer. Similarly any repairs due to vandalism will be re-charged to the Hirer.
10. **Staffing** - The Council will provide one member of staff to open and close the building and issue equipment as requested by the organiser. If additional staff is required this must be requested at least 14 days before the event and agreement for the additional charges accepted. Ground staff are not officials for the meeting.
11. **Setting up Equipment** - It is the Hirers responsibility to ensure that they have enough experienced and qualified personnel to set up equipment to run the event. The Grounds staff will only assist as directed by the Event organiser.
12. **Officials and Marshals** - It is the responsibility of the Hirer to ensure that there are enough officials and marshals for the event to operate and they are appropriately qualified
13. **Risk Assessment** - the Ground staff will undertake monthly health and safety checks on the facility. It is the Hirers responsibility to undertake their own risk assessment before each event following UK Athletics Risk Assessment Guidelines
14. **Timetable of Events** - Hirers must forward a copy of the time table of events at least 48 hours prior to the meeting or risk not having equipment set up in time.
15. **COACH PARKING - PLEASE ADVISE COACH DRIVERS NOT TO BLOCK ACCESS ON EDMONDSCOTE ROAD. COACHES MUST PARK IN THE SPORTS FIELD CAR PARK NEXT DOOR TO THE TRACK AND DROP OFF THEIR PASSENGERS IN THE SPORTS FIELD - NOT ON ROADSIDE.**
16. **End**