# Conditions of Hire – Edmondscote Athletics Track

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 Cultural Services from the address provided.
2. **Parking** – There is very limited hardstanding parking within the track grounds. The adjacent sports field is available for additional car parking (weather permitting). 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. Please ensure all participants avoid parking on-street in the surrounding residential area. There is a free car park off Princes Drive roundabout below the railway viaduct (Postcode CV31 3PH). This is next to the entrance of Victoria Park and is a short walk to the facility.
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 to Warwick District Council before the booking takes place. 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). All clubs/ groups affiliated to England Athletics must accept responsibility to apply for a permit for each event/meeting to ensure public liability insurance cover is in place, and will indemnify WDC against all claims and losses.
5. **Coaches / Volunteers** – It is the responsibility of the hirer to ensure that all coach’s / volunteers are appropriately qualified and hold a current DBS (Disclosure and Barring Service) check.
6. **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.
7. **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. Please be aware that when booking the track for general coaching/sessions exclusive use is not guaranteed. There may be other hirers using the facility at the same time. All hirers are expected to cooperate with each other.
8. **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.
9. **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 will result in additional charges.** Hirers must not use the training equipment. I**f the training equipment is mixed with competition equipment then the Hirer may be charged for the cost of separating it**.
10. **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.
11. **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 are 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.
12. **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.
13. **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.
14. **Risk Assessment -** It is the Hirers responsibility to undertake their own risk assessment before each event following UK Athletics Risk Assessment Guidelines.
15. **Timetable of Events -** Hirers must forward a copy of the timetable of events at least 48 hours prior to the meeting or risk not having equipment set up in time.
16. **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.**
17. **Fire Evacuation Procedures** – All hirers must comply with the evacuation procedures on discovering fire or on hearing the fire alarm. Please familiarise yourself with the procedures.
18. **End of document.**