1. **CONTACT DETAILS**

|  |  |
| --- | --- |
| **Name of Event** |  |
| **Name of Club/Organisation** |  |
| **Name of Organiser/Contact** |  |
| **Address for correspondence** |  |
| **Telephone No.** |  |
| **Email address** |  |
| **Invoice to be sent to** (if different from above) |  |
| **Name** |  |
| **Address** |  |
| **Telephone No.** |  |
| **Email address** |  |

**1a. REQUIREMENTS**

|  |  |
| --- | --- |
| **Day/s and date/s required** |  |
| **Expected Numbers per Session**  **Adults/Juniors (Under 18)** |  |
| **Senior/Junior Event** |  |
| **Event/training start time** |  |
| **Event/training finish time** |  |
| **Time Track opened from**  (please note hire charge will be calculated from this time) |  |
| **Track to be clear by** |  |
| **Proposed Activities – please also complete section 3 for equipment** |  |
| **PA system** (please state yes or no) – Additional charges may apply |  |
| **Club Room** (please state yes or no) – Additional charges may apply |  |
| **Extra staff** Subject to staff availability (please state yes or no) –  Additional charges apply. Please note we cannot guarantee this request. |  |

I have read, understood, accept and will comply with the Conditions of Hire.

*Remember to include: Completed booking form Yes*

*Public Liability Insurance (min. £5 million) proof Yes*

1. **PRIVACY NOTICE (SUMMARY)**

**For hirers of Outdoor Sports facilities owned by Warwick District Council**

Warwick District Council holds certain information about you (“personal data”) which we need to manage your Hirers Booking Form.

We have summarised some of the key ways in which we deal with this information below. Further information can be found in the Full Privacy Notice on the Warwick District Council website: [www.warwickdc.gov.uk](http://www.warwickdc.gov.uk)

**What personal data do we hold?**

The types of data we hold will typically include:

* Contact details, including name, address, telephone numbers and email address.
* Bank details if you pay by Direct Debit.

We obtain all of this personal data directly from you from the Hirers form and Direct Debit form if required.

**What will we do with your personal data?**

We will use this personal data to manage the service. We will also use this personal data for statistical and financial modelling and reference purposes (for example, when we assess the cost to run the service) and to comply with our legal obligations.

**What is the legal basis for our use of your personal data?**

The legal basis for our use of your personal data will generally be one or more of the following:

1. We need to process your personal data in order to communicate information to you pertinent to hiring the Authority’s Sporting facilities.

b) We need to process your personal data to carry out a task in the public interest or in the exercise of official authority in our capacity as a public body.

**How long will we hold your data?**

We will only keep your personal data for as long as we need it to manage the service and to deal with any questions or complaints that we may receive about this, unless the law requires us to keep it for a longer period. In practice, this means that your personal data may be retained for as long as 7 years after the account is closed.

**Your rights**

You have a right to access and obtain a copy of the personal data that we hold about you and to ask us to correct your personal data if there are any errors or it is out of date. In some circumstances you may also have a right to ask us to restrict the processing of your personal data until any errors are corrected, to object to processing or to transfer or (in very limited circumstances) erase your personal data. You can obtain further information about these rights from the Information Commissioner’s Office at: [www.ico.org.uk](http://www.ico.org.uk) or via their telephone helpline (0303 123 1113).

If you wish to exercise any of these rights, please contact Warwick District Council in writing using our online form ([www.warwickdc.gov.uk](http://www.warwickdc.gov.uk)) or email [information@warwickdc.gov.uk](mailto:information@warwickdc.gov.uk) or address your request to:

Corporate Support Team  
Warwick District Council  
Riverside House  
Milverton Hill  
Royal Leamington Spa  
CV32 5HZ

You also have the right to lodge a complaint in relation to this summary notice, the full Privacy Notice or our processing activities with the Information Commissioner’s Office, which you can do through [www.ico.org.uk](http://www.ico.org.uk) or via their telephone helpline (0303 123 1113).

We may from time to time ask for further information from you. If you do not provide such information, or ask that the personal data we already hold is deleted or restricted, this may affect our ability to provide the services stated.

1. **EQUIPMENT REQUIREMENTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items** | **Equipment for Competition Only** | **Tick if required** | **Training Equipment** | **Tick if required** |
| **X 4 shot putts (Please mark each required)**  2.72kg 3kg 3.25kg  4kg (104mm diameter) 5kg (114mm diameter)  6kg (119mm diameter) 7.26kg (125mm diameter) | Steel container |  | Reception |  |
| **X 4 javelins** **(Please mark each required)**  400g 500g 600g 700g 800g | Steel container |  | Reception |  |
| **X 4 discus (Please mark each required)**  .750kg 1kg 1.25kg 1.5kg 1.75kg 2kg | Steel container |  | Reception |  |
| **X 4 hammer (Please mark each required)**  3kg 4kg 5kg 6kg 7.26kg | Steel container |  | Reception |  |
| **8 piece relay baton set** | Steel container |  | Reception |  |
| **Starting blocks and Trolley** | Steel container |  |  |  |
| **lap counter and bell** | Steel container |  |  |  |
| **High jump uprights** | Steel container |  | Steel container |  |
| **Pole vault uprights** | Steel container |  | Steel container |  |
| **Pole vault poles** | Steel container |  | Steel container |  |
| **Take off boards** | Steel container |  |  |  |
| **NO JUMP boards** | Steel container |  |  |  |
| **X 1 - set distance marker boxes 90m** | Steel container |  |  |  |
| **Pennant flags** | Steel container |  |  |  |
| **Break line cones** | Steel container |  |  |  |
| **Break line flags** – Pole base  Green flag | Steel container |  |  |  |
| W**arning horns** | Steel container |  |  |  |
| **X 80 - hurdles** | Track - outside |  | Track - outside |  |
| **X 4 – Steeplechase barriers** | In situ outside |  | In situ outside |  |

**Please return this form to:**

Cultural Services, Warwick District Council, Riverside House, Milverton Hill, Royal Leamington Spa CV32 5HZ or

email to [culturebst@warwickdc.gov.uk](mailto:culturebst@warwickdc.gov.uk) .

1. **Conditions of Hire – Edmondscote Athletics Track**
2. 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.
3. **Cancellations –** All Bookings and Events must be cancelled in writing within 7 days of your event, failure to comply, will require a full payment to be made.
4. **Parking** – There is very limited hardstanding parking within the track grounds. The adjacent sports field is available for additional car parking (weather permitting); please note maximum speed on this field is 5mph. 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.
5. **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.
6. **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.
7. **Coaches / Volunteers** – It is the responsibility of the hirer to ensure that all coaches / volunteers are appropriately qualified and hold a current DBS (Disclosure and Barring Service) check.
8. **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. All accidents/incidents must be reported to WDC, Sports & Leisure Officer on 01926 456207 or [culturebst@warwickdc.gov.uk](mailto:culturebst@warwickdc.gov.uk) .
9. **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.
10. **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.
11. **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**. The Hirer must be trained or competent in the use of the equipment being used.
12. **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.
13. **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.
14. **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.
15. **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.
16. **Risk Assessment -** It is the Hirers responsibility to undertake their own risk assessment before each event following UK Athletics Risk Assessment Guidelines.
17. **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.
18. **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.**
19. **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.
20. **Event Booking in Priority Order**

* **Priority 1** Competitions which qualify for UK Athletics Track and Field Events
* **Priority 2** Other Competitions e.g., School Sports Day
* **Priority 3** Priority Training Sessions for Regular Hirers
* **Priority 4** One off Training Sessions

**Training sessions will be subject to cancellation if a competition booking is accepted, therefore we require all competition bookings to give 1 months’ notice to minimise disruption. If your training session is cancelled, we will notify you as soon as we are able.**

1. **End of document.**