**Richmond Park Athletic Stadium Booking Form**

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| Name of School / Organisation :- ………………………………………………………………………. |
| Address for Correspondence :- ………………………………………………………………………….………………………………………………………… Telephone :- …………………………………. |
| Contact Name :- ……………………………………… Email :- ………………………………………. |
| Date Required :- ……………………………………… Times :- From …………. .. To ……………… |
| Are Changing Facilities Required :- YES NO  |
| **Conditions of Hire:-**1. When booking this track the FROM time must be early enough to allow you to collect any Equipment you have ordered from the Equipment Storage Room adjacent to the track. This will be issued by our Representative and must be returned to them after use. The UNTIL time must allow for it to be returned.
2. It is the responsibility of the HIRER TO SET UP THE EQUIPMENT making such adjustments as may be required eg: height of hurdles and return to the Equipment Storage Room. If the Hirer requires our Representative to undertake or assist with this task, a charge of £30 will be made and should be paid directly to our Representative - not to the club.
3. If the hirer wishes our representative to act as STARTER there is a charge of £20 plus ammunition charge, payable directly to our Representative - not to the club.
4. Before the end of the period of hire, it is the responsibility of the HIRER TO COLLECT ALL LITTER from on and around the track, placing this in the waste bins provided. Also to check the Changing and Toilet facilities which have been used. *Failure to observe this requirement will result in an extra charge of £50.*
5. The HIRER will be responsible for SUPERVISING the persons using the facilities during the period of hire and organising the programme of usage.
6. The HIRER is responsible for ensuring the HEALTH & SAFETY of all persons using the facilities during the period of hire and indemnifies East Cheshire Harriers & Tameside Athletic Club and its members, against any claims that may arise as a result of accident or injury to any person using the facilities and / or equipment provided during the period of hire, which arises due to the negligent act or omission of (*name of Hirer*) …………………………………………………., its contractors, agents or employees.
7. The HIRER is responsible for ensuring that all persons using the track during the period of hire, wear appropriate footwear ie: TRAINERS OR SPIKES (Max 6mm).
8. A completed Equipment Requirement Form must be returned with this Booking Form. The Club reserve the right to charge the HIRER with the cost of replacing any equipment which is damaged or not returned.
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| **Scale of Charges:-**1. A charge of £70 per hour for the use of the Track and Equipment as requested on the Equipment Requirement Form. This charge includes the use of Toilet facilities in the Clubhouse which include 2 x Female, 1 x Male plus 1 x Disabled.
2. Minimum hire period of 2 hours
3. Tameside Colleges and Schools will receive a discount of 25% of the charge for the use of the track.
4. Shoot/Run & Active Tameside £35 per hour
5. Changing Facilities including Showers are available for an additional charge of £50.
6. An invoice will be sent to the Hirer and is payable within 28 days.
7. Other fees are negotiable
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**Acceptance**

**I ACCEPT THE Conditions of Hire and related charges:-**

Signature ……………………………………………… Printed Name…………………………………..

Please return this completed Booking Form and Equipment Requirement Form to:- francis1951@btinternet.com or East Cheshire Harriers & Tameside Athletic Club, Clubhouse, Richmond Park Stadium, Richmond Street, Ashton-under-Lyne, Lancashire, OL7 9HG

**Form updated 24th February 2022**