

# Application For Hire of Facilities



## Pitreavie Athletics Centre

Queensferry Road, Dunfermline, KY11 8PP

Tel: 01383 602212 PitreavieAC@fifeleisure.org.uk

Name of club / organisation

Block booking  One off event

Adult  Junior

### Primary Contact

Name

Address

Town

Postcode

Tel (home)

Tel (mobile)

Email

### Secondary Contact

Name

Address

Town

Postcode

Tel (home)

Tel (mobile)

Email

**Payment** - clearly indicate your preferred payment option

Prior to booking at reception

To be invoiced  (complete section below)

**Please note:** All invoices will be raised at the start of the calendar month with a 14 day payment term

Full name and address where invoice should be sent:	
Postcode	Tel no.

**Cancellation Policy:** Unless the following timescales are observed a full facility charge will be levied  
**Galas/large events** - 2 weeks notice    **Block bookings** - 7 days notice    **Casual bookings** - 24 hours notice  
(Section 19 - Payments/Cancellations on FSLT Booking Terms and Conditions)

#### Fife Sports and Leisure Trust Booking Conditions

I confirm that I have read Fife Sports and Leisure Trust Ltd Booking Conditions. If my request for the facilities is accepted, I or my organisation, agree to abide by the rules and regulations that are laid down by Fife Sports and Leisure Trust Ltd. (Please ensure you have included additional documentation if required e.g. Club Constitution, Coaches Qualifications and Club Insurance - otherwise there may be delay in processing your booking.)

Signature of Primary Contact

Date

Print Name

#### The Data Protection Act 1998.

The information supplied on this form will be retained by Fife Sports and Leisure Trust on a secure database and will be used only in accordance with our obligations under Data Protection Act 1998. (Please see our privacy policy for further information on how we use personal data.)

**OPT IN.** Please tick of you would like to receive further information including special offers and details of future events and courses from Fife Sports and Leisure Trust. We may contact you by letter, telephone, email or SMS messaging using the details you have provided on this form.

## Facilities required

Activity locations available for hire - please tick all relevant area(s):

Location - Outdoor (Track & Field)	Dimensions	Tick box	Further Information (i.e. individual location times)
<b>Track</b>			
400 metre	6 lanes		
Hurdles			Organisers support required
<b>Field</b>			
Hammer			
Discus			
Javelin			
Long Jump			
Triple Jump			
High Jump			
Shot Putt			
Pole Vault			Extra staffing cost will be incurred.
Commentator/timekeepers box			
Grandstand			
Other (please specify)			
Location - Indoor Arena (Athletics disciplines)	Dimensions	Tick box	Further Information
Sprint Track	60 metre / 6 lanes		
Jump Pit - Long/Triple	2 lanes		
High Jump Area			
Throws Area (Multi purpose use)			
Pole Vault Area			
Strength & Conditioning Suite	15 places		
Location - Indoor (Room Hire)	Dimensions	Tick box	Further Information
Committee Room			
Changing Facilities	Male/Female		

**Please note:** It is the event organiser's responsibility to provide **First Aid Provision** for their event.

One off event/block booking type

### Booking dates/times

Start day/date

Finish day/date

Start time

Finish time

Set up time

Clearance time

Dates not required (if applicable):

Anticipated numbers attending

Adult

Junior

Spectators

**Any event organised out with opening times will be subject to additional staffing costs.**

## Requirements for your event

- Event set up plan  (please tick if attached)
- Copy of events programme  (please tick if attached)
- First aid cover arranged  (please tick if arranged)
- Timing equipment  (please tick if copy of qualification is attached)  
(must hold relevant qualification)

## Any other information including equipment requirements:

(eg. hurdles, disc, javelin, flags)

Name of Instructor / Coach

Address of Instructor / Coach

Postcode

Qualifications of Instructor / Coach

Practical experience of Instructor / Coach

You **must** provide a **written risk assessment** for your event which must be made available **28 days prior to the event taking place**.

You must obtain **Public Liability Insurance cover to the value of £10 million to indemnify FSLT from any claim that may arise from the event**.

Please provide details of:

Insurance Company (name in full)

Policy number

Dates of cover:

From

To

**Please note:** Photocopies of the above insurance cover should be submitted no later than 10 days prior to the event. Failure to provide these could result in your event being cancelled.

### Supplementary booking information enclosed:

FSLT Booking Terms and Conditions (signed Appendix A, B & C)

Club Constitution  Coaches Qualifications

Club Insurance  Set Up Plans

File ref:

### Office Use Only

LIMS

Confirmation Letter

Unavailable dates \_\_\_\_\_