

**SPRING HALL ATHLETICS FACILITY APPLICATION  
TO HIRE FOR ATHLETIC EVENT/MEETING**

NAME OF HIRER \_\_\_\_\_

ADDRESS \_\_\_\_\_ INVOICE ADDRESS (if different) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

TEL: Home \_\_\_\_\_ Work \_\_\_\_\_ Email \_\_\_\_\_

EVENT : DAY \_\_\_\_\_ DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_ TIME REQUIRED FROM \_\_\_\_\_ to \_\_\_\_\_

FACILITIES REQUIRED (Please tick as appropriate)

Track	<input type="checkbox"/>	Jumping Pit	<input type="checkbox"/>	Starters Platform	<input type="checkbox"/>	High Jump (£10.50)	<input type="checkbox"/>
Changing Rooms	<input type="checkbox"/>	Discus	<input type="checkbox"/>	Flags	<input type="checkbox"/>	Pole Vaults (£16.00)	<input type="checkbox"/>
Hurdles	<input type="checkbox"/>	Shot	<input type="checkbox"/>	123 Podium	<input type="checkbox"/>	Staff (£10.00 pp/phr)	<input type="checkbox"/>
Lane Boxes	<input type="checkbox"/>	Javelin	<input type="checkbox"/>	Lap counter/Bell	<input type="checkbox"/>		
Steeple Chase	<input type="checkbox"/>	Hammer	<input type="checkbox"/>	Tables/Chairs	<input type="checkbox"/>		

**Additional Comments: (Please identify weights you require shot, discus, javelin, hammer)**

I hereby apply for the use of the facilities stated above and, upon such application being granted, I undertake to be responsible for payment of all charges in respect thereof including any claims under paragraph 14 of the Lettings Regulations. I agree to comply with the conditions contained in the Lettings Regulations overleaf, an understanding of which I acknowledge. I declare that I am over 18 years of age. Hirers must not assume acceptance and make commitments until written confirmation has been received. **This application constitutes a contract only when confirmation in writing is given.**

Signed by Applicant \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

When completed, please return this form to:-

**Calderdale MBC**  
**Sports Development, Sports Services**  
**The Shay Stadium, Shaw Hill**  
**HALIFAX, HX1 2YT**  
**Tel 01422 264751**

**For Official use only – Charge £**  
**A/c - Invoice – receipt no.**

## Regulations for the Occasional Letting of Spring Hall Athletics Facility

1. **Hirer** Any individual, group, or club who, upon prior agreement uses the facilities.
2. Application for use of the facilities must be made on the official application form at least 10 days before the proposed date of hiring. Any refund on cancelled bookings is entirely at the discretion of the Council.
3. When a Hirer of the facility also hires the changing accommodation it is implicit that such accommodation is available for only 30 minutes prior to and 30 minutes after the period for which the facility is hired. The Hirer must ensure that users do not interfere with lighting, heating, or other services. **Property, which may be left in or on the premises during the period of hire, is done so at the owner's risk.** Changing rooms must be left tidy, and litter etc placed in the bin provided. No items are permitted to be stored in the changing rooms.
4. No smoking is permitted whilst on the premises – the Council operates a strict no smoking policy in all its buildings and sports facilities. No pets, chewing gum, alcohol or glassware are permitted whilst on the site.
5. Please note that if the track kerbing is laid at the time of your event then it is the hirer's responsibility to make all participants aware of its proximity and locality and the potential as a hazard.
6. Please ensure that everybody, without exception, strictly adheres to the notices situated in or around the locality and in particular the track etiquette signs in place to advise on use of the track.
7. The Hirer will be responsible for the behaviour and actions of visiting clubs and spectators. This extends to such matters as car parking and use of the toilets.
8. Cars and other vehicles must not be taken onto grassed areas, unless otherwise directed, and should use parking facilities that have been made available for this purpose.
9. The Hirer will be responsible for any and all costs incurred for the removal of any exceptional rubbish/litter remaining on site following usage.
10. It will be the Hirer's responsibility for ensuring everyone's health and safety. There is no First Aid provision routinely available on site.
11. Hirers are not permitted to sublet facilities either for money or any other consideration.
12. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985. It is the responsibility of the hirer to ensure that any accident/incident, which occurs during the period of hire, is reported promptly to the Sports Assistant on duty at the time. If for some reason this is not possible it must be reported within 24 hours to the Sport & Active Leisure Manager, The Shay Stadium, telephone 01422 264751
13. The Hirer shall implement in so far as is possible the Council's Equal Opportunities Policy and shall comply with the provisions of the Race Relations Act 1976 and undertakes not to discriminate on racial grounds nor treat any person less favourable because of their race, colour, ethnic or national origin.
14. **The Hirer will indemnify the Council against any claims, legal action or costs arising out the hiring and or use of equipment. The Hirer will also be responsible for any costs as a result of damage to Council property or equipment caused through the misuse of the changing facilities and the sports ground.**
15. **The Hirer will hold public liability insurance to a minimum limit of indemnity of £5 million and if applicable employers liability insurance to a minimum of £10 million. The Hirer will be required to produce evidence of insurance at the time of booking.**
16. The Head of Service reserves the right to cancel this hiring in the event of previous non-payment of hire charges, bad behaviour, non-compliance with the Regulations, or for any other reason.

N.B.If the Hirer is in any doubt as to the meaning of the above, he/she should consult the Sports Development Manager on 01422 264751

### **The Authority Reserve the Right to Alter these Conditions or Initiate New Ones at Any Time**

Calderdale MBC will ensure that any personal information provided by you on this form will be treated in accordance with the provisions of the Data Protection Act 1998. Calderdale MBC is the Data Controller of the information you have provided on this form and is registered with the Information Commissioner's Office for the purposes of processing your personal information in relation to your application.

The Council must protect the public fund it handles and so may use the information you have provided on this form to prevent and detect fraud. The Council may also share this information, for the same purposes, with other organisations which handle public funds. The Council will not share your information for any other purpose without your explicit consent.

For further information about this please contact the Council's Information Management Co-ordinator on 01422 392298.