

Hillingdon Cycle Circuit – Booking Policy

Bookings

- Bookings can only be made in the name of the organisation / individual running the event.
- Booking requests are classed as pending until approved by the Booking Coordinator and a full deposit is received.
- The deposit required will be based on the minimum fee for that session or sessions as appropriate. The total deposit required will be notified to the booker by the Booking Coordinator and must be paid within 7 days of approval for the booking to be confirmed. For short notice bookings, 7 days or less, a deposit is required before the event.
- Bookers organising events being run for a National sporting body e.g. British Cycling, are responsible to ensure that their governing bodies third party insurance will cover this booking.
Other bookers must provide details of Third Party insurance cover they are providing for this event.

- **No fixed wheel racing events can be held at Hillingdon Cycle Circuit**

- We require the following information at the point of booking:-

Date of the event

Session Time – Morning 08:30-12:30

Afternoon 13:00-17:00

Evening 17:30-21:30

Type of hire - Circuit or classroom or both

Booking Title - Name of the event / Governing Body

Booking Type - Race/Competitive

Coaching/Training

Club/Private

Charity

Pass through - Governing Body/Event insurance cover details

All fields must be completed before booking will be approved.

- Confirmation of the pending booking will be received by the booker. The booker is responsible to ensure that the details are correct.
- Events should not be advertised until a booking deposit is received and the booking has been confirmed.
- Failure to follow our booking policy may result in the booking not being approved and ultimately being cancelled.