

# Hillingdon Cycle Circuit – Terms and Conditions

## Hire Fees

- The hire fee for the circuit is a minimum of £75 per session + £25 caretaker fee
- There are three sessions available per day, therefore, two sessions are £150 and three sessions £225.
- The Circuit Hire fee includes the use of the kitchen and the large classroom area.
- The hire fee for the Classrooms ONLY are as follows:
  - Large Classroom £ 40 per session + £25 caretaker fee
  - Small Classroom £ 30 per session + £25 caretaker fee
- These are further referred to as “minimum charges”
- If a hirer attracts more than twenty-five riders across their session, the total fee payable shall be number of riders multiplied by £3 instead of the minimum charge for the circuit. Youth riders (U16) are excluded from this calculation.
- Usage of the Large Classroom is conditional on the circuit not being hired at the same time
- Exclusive use Large Classroom bookings are by request only which should be made to [bookings@hillingdoncyclecircuit.org.uk](mailto:bookings@hillingdoncyclecircuit.org.uk)
- Corporate booking will be assessed on an individual basis and priced accordingly

## Insurance

- 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.
- In the event that insurance details are required, details should be provided by email to [treasurer@hillingdoncyclecircuit.org.uk](mailto:treasurer@hillingdoncyclecircuit.org.uk) at least seven days in advance of the event start date

## Booking Process

- All bookings are pending subject to booking coordinator approval
- You can only make bookings for the event you are running
- The organiser of the event is wholly responsible for the payment of all fee
- 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.
- Organisers who have booked an event series of 2 or 3 sessions are required to pay a deposit of £150. 4 or more sessions £250. This will be returned on condition that they comply with all of our T&C's.
- Community clubs with booked sessions for their own club activities (not races) are not subject to a deposit.
- Payment should be made by bank transfer to
  - Hillingdon Cycle Circuit
  - A/C: 20903493
  - Sort Code: 20-42-76
- Please confirm via email to [treasurer@hillingdoncyclecircuit.org.uk](mailto:treasurer@hillingdoncyclecircuit.org.uk) and [bookings@hillingdoncyclecircuit.org.uk](mailto:bookings@hillingdoncyclecircuit.org.uk) once payment has been made
- Failure to pay your deposit shall result in your booking being cancelled without further notice.
- If seven days has elapsed from date of booking to date of cancellation there shall be no refund AND as part of self-service no user shall be able to cancel an event within seven days of the event commencing. Contact the bookings coordinator.

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- Hirers must adhere to these terms and conditions. Failure to do so may result in future bookings not being accepted

### Facility Usage General

- You must allow time for pre and post circuit usage **within the time slot you have booked.** There is a changeover time of half an hour allowing earlier booked sessions to pack away whilst later booked sessions to set up. However neither booker is allowed to impinge on the booked session slot of the other. All published race start times should be set allowing time for sign-on etc. within the booked session. There might be exceptions to this within the winter months with less daylight hours.
- All facility users are required to leave the circuit and areas in an acceptable condition post event. Failure to do so can result in a £50 service charge or the cancellation of future bookings.
- For access instructions, please email [bookings@hillingdoncyclecircuit.org.uk](mailto:bookings@hillingdoncyclecircuit.org.uk)
- **The Hirer is obliged to supply official documentation detailing the number of users post event, this must be sent to [treasurer@hillingdoncyclecircuit.org.uk](mailto:treasurer@hillingdoncyclecircuit.org.uk) within seven days of your event concluding**
- An invoice for any additional payment shall then be issued by the treasurer where applicable
- No flyers or posters to be fixed to the walls or windows of the clubhouse at any time.
- At the end of your session:
  - The kitchen is to be left clean & tidy. All dishes to be put away
  - The tables are to be collapsed and the chairs stacked
  - All areas to be swept
  - All the dustbins are to be emptied
  - Put new liners into the dustbins
  - **All rubbish taken away with you – (there are bins in the park either side of the clubhouse)**
  - Ensure that the tea urn and all lights / heating are turned off
  - It is not necessary to lock inner doors, however, **it is mandatory that all external doors and shutters are locked as per entry instructions**

### Facility Usage Circuit

- Examine the state of the whole circuit for flooding, debris, or other unexpected danger.
- The circuit is situated in a public park; therefore it is a requirement that there are 9 “Cycle Race in Progress” signs displayed as per the HCC Marshalling and Safety sign leaflet.
- Use these signs even if your event is not a cycling event.
- The “Cycle Race in Progress” signs can be found in the storage room within the clubhouse.
- Please remember to take them all down when finished and return them to the store room.
- For racing events, the flags and equipment are in the judges’ hut including padding for the Gantry which **must** be in place and returned to the hut.
- For racing events, it is recommended that the yellow gate remains **OPEN** for racing with a marshal in place.
- **No markings to be put on circuit unless using temporary e.g. chalk which will wash away.**
- For race events, a minimum of 5 marshals are to be stationed around the circuit. Please refer to the HCC Marshalling and Safety sign leaflet for marshalling points.
- Marshalling gilet’s can be located on hangers in the main office and are for the use by hirer’s of the circuit and should be replaced at the end of each booking.
- There are lockers available for use within the clubhouse. Keys are located in a kitchen cabinet to the right of the shutter. To be returned at the end of each session.
- Other than walkers and runners, all participants in booked events at the circuit must wear approved helmets. It is the event organiser’s responsibility to ensure this rule is adhered to.
- Drone Filming of any kind is strictly prohibited.

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## First Aid

- A qualified First Aider must be present for the duration of the booking.
- A fully equipped First Aid room is in the clubhouse. No medical supplies should be taken away from the circuit and are for use in case of accidents at the circuit and clubhouse.
- There are three 1st Aid bags for use on the circuit and they should all be returned to the 1st Aid room at the end of each session.
- If any medical supplies are used, leave a note of what these are so that replacements can be obtained.
- Complete an entry in the First Aid book with details of any accidents and treatment.

## Car Parking

- Vehicle owners park at their own risk and should be advised not to leave valuables on sight.
- Additional parking is available at the Minet Park lodge which can be found further up Springfield Road on the right hand side at the bend in the road.
- The field behind the Clubhouse can be used for additional parking **ONLY** in dry conditions (An inspection before the event maybe necessary)

## Notes

- Toilet rolls are under the kitchen sink (or in the main storeroom)
- Bring your own kitchen consumables and then take them with you when you have finished.
- Mops & brooms are in the cleaning cupboard in the corridor
- Bin liners are under the kitchen sink (or in the cleaning cupboard)
- **Permission is required for any external power usage via extension cables**