

Hillington Cycle Circuit – Booking Policy

Bookings

- Bookings should be made in the name of the organisation running the event.
- Booking requests are classed as pending until approved by the Booking Coordinator and a means of payment is notified. We will collect credit card details at the time of booking.
- If you wish to use an alternative means of payment please contact the Booking Coordinator in advance and we will arrange for you to pay a deposit.
- The deposit required will be based on the 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.
- **Fixed wheel bikes without brakes, vehicles with fairings, skateboards or motorized vehicles are not permitted at the cycle circuit.**
- Bookings may be made for the following spaces:
 - Standard Hire including Club and Youth Training Sessions: £100
 - Youth Competitive Events and Senior Competitive Events of up to 50 participants: £125
 - Senior Competitive Events with greater than 50 participants: £200
 - Main Hall £50 per session
 - Classroom £40 per session
- 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

All bookings made by an organisation that is not a Key Holder to the facility MUST include a Caretaker as one of the booked spaces. The allocated caretaker will be responsible for opening and closing the facility. A caretaker only needs to be booked once per day.

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.

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- Events should not be advertised until payment is received and the booking has been confirmed.
- HCCUG accepts no responsibility for the loss, theft or damage to any personal items brought to the cycle circuit or club house.
- HCCUG will not accept liability for any other costs howsoever incurred by you or any other person in connection with your booking(s).
- Failure to follow our booking policy may result in the booking not being approved and ultimately being cancelled.