

BOROUGH OF PENDLE

ENVIRONMENTAL AND RECREATION SERVICES

STEVEN BURKE CYCLE HUB - CONDITIONS OF HIRE AND USE

1. Bookings can be made via the CDPD web-site until Thursday preceding the week of use – bookings for the following week can then be made by contacting Pendle Council on (01282) 661600 or coleen.jones@pendle.gov.uk
2. Payment will be by invoice at the end of each month – future bookings will be cancelled or suspended if a debt is not paid in full.
3. A list of groups booked to use the closed road circuit will be displayed on Friday afternoon for the following week, on the notice board situated outside Swinden pavilion and at the main entrance to the Circuit.
4. The Council reserves the right to cancel a booking at any time.
5. No litter, including cans and bottles, are to be left on the closed road circuit or any of the surrounding area. **It is your responsibility to remove it – under no circumstances should alcohol be consumed by riders or spectators - failure to do so may result in your club being banned from using the facility.**

Collections

6. The taking of collections shall be allowed providing the proceeds are for the benefit of local clubs or local charities and after authority from the Parks Service Development Officer.

Refreshments

7. The preparation and sale of refreshments shall be allowed providing that no Council employee accepts any liability of duty as to the receipt, sale or storage of such.

Closed Road Circuit (The Circuit)

8. The Council will hold fully insured, the whole of the Circuit area and property contained therein owned by the Council.
9. The Council will not accept liability whatsoever as to any damage or loss by fire, theft or for any other cause of any property brought into the Circuit area and facilities.
10. The Hirer of the Circuit will be held responsible for all damages done to that portion or property belonging to the Council and shall make good such damage to the satisfaction of the Council, wear and tear excepted.
11. The Circuit must be used for the purpose for which it is hired for, and the hirer may not sub – let or assign any portion to any other person, and must vacate the Circuit upon the expiry of the period of the hiring, otherwise an extra charge will be made.

12. All hirers are expected to leave the facilities as they find them, adhere to the rules associated with the Circuit and display orderly conduct at all times. Any club whose members consistently leave the facilities in an unsatisfactory manner or found guilty of disorderly conduct may be refused further use of our facilities or face additional charges.
13. Hirers are advised to lock the entrance gates around the perimeter fence when using the Circuit. This is to ensure that there is no unauthorised access during the hired period.

Lighting

14. Hirers who need lighting will be issued with a key to access the lights prior to their first session. The hirer will be shown how to put the lights on, etc. At the end of the session, the hirer must ensure that the lights are switched off and the cabinet is locked (unless another session is booked to take place after yours).
15. Keys should be handed back to the following address no later than 2 working days after your session:

Parks & Recreation,
Fleet Street,
Nelson,
Lancashire,
BB9 7YQ

Insurance

16. All hirers must hold the relevant insurance cover when using the Councils facilities. A copy of the relevant insurance cover must be submitted prior to the first use for inspection.

User Monitoring

17. All hirers must complete the user monitoring form after each session and send it back to coleen.jones@pendle.gov.uk within 1 week. Alternatively, you can post it to Parks & Recreation's address. Please help us to capture this information and be as accurate as possible (we appreciate this can be difficult sometimes).
18. Please sign and date below that you have read, understood and agree to the above conditions and return a copy to Environmental & Recreation Services – Parks & Recreation, Fleet Street, Nelson, Lancashire, BB9 7YQ.

Signed **on behalf of.....** **date.....**