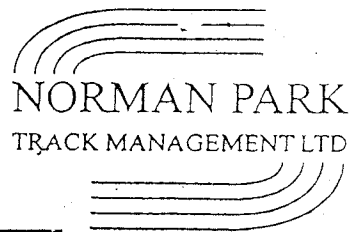


APPLICATION TO HIRE NORMAN PARK ATHLETIC ARENA

(Note a separate form is required for each booking)

Please complete this form and return to Norman Park Track, P.O BOX 145, Bromley, Kent



NAME OF CLUB/ORGANISATION: _____

PERSON RESPONSIBLE FOR BOOKING:

NAME: _____

ADDRESS: _____

P.O. Box 145,
Bromley, BR2 7RL
Tel: 0208 462 5134

E-mail:
normanpark@btconnect.com

TEL NO: _____

DATE OF HIRE: _____ TIMES: _____

MEETING DESCRIPTION: _____ EXPECTED NUMBERS _____
(Eg Southern League) (No of athletes)

FACILITIES REQUIRED:

TRACK	<input type="checkbox"/>	PAVILION	<input type="checkbox"/>
HURDLES	<input type="checkbox"/>	LIGHTING	<input type="checkbox"/>
POLE VAULT	<input type="checkbox"/>	P.A.	<input type="checkbox"/>
HIGH JUMP	<input type="checkbox"/>	EXTRA STAFF	<input type="checkbox"/>
THROWS	<input type="checkbox"/>	LONG JUMP	<input type="checkbox"/>
STEEPLE CHASE	<input type="checkbox"/>		<input type="checkbox"/>

For a standard 7 hour booking we will provide 2 staff to assist. For a charge we can provide extra staff please indicate in the EXTRA STAFF box above if required.

SPECIAL REQUIREMENTS:

IS THE MEETING FOR JUNIORS (UNDER 18) ONLY? YES/NO

I agree to abide by the conditions and regulations (1 to 19) on the back of this form.

SIGNED: _____ DATE: _____

Please note, this form is a facility request only and does not constitute a firm booking until you receive our confirmation of booking form.

VAT EXEMPTION - GENERAL GUIDELINES

If the above booking is for a club requesting at least ten sessions it may be possible to grant VAT exemption in which case payment for the booking must be made in advance.

Delete as applicable: I wish/do not wish, the booking to be considered for exemption from VAT.

SIGNED: _____ DATE: _____



Directors: P.J.G. Baigent BSc. C.Eng. F.I.Mech.E, A. Baker A.C.M.A, J. Braughton, A. Brent, N. Cross
Registered Office: 56 Bourne Way, Hayes, Kent, BR2 7EY Registered in England No: 2702138 VAT No: 625660734

NORMAN PARK ATHLETICS ARENA- CONDITIONS AND REGULATIONS

1. Bookings will only be accepted on this form
2. The hirer must be over 18 years of age and shall be the person by whom the application form is signed. Such person shall be responsible for all fees payable in respect of the hiring and have responsibility for the presentation of good order during the letting and for the observance of the conditions detailed below.
3. The cost of hire for the track and associated facilities will be in accordance with the company's current scale of charges.
4. Bookings cancelled by the hirer will not be subject to a refund unless under exceptional circumstances.
5. The hirer shall not sublet or assign the benefit of any permission to use the facilities hired.
6. The company reserves the right to cancel a letting and refund any payment made, but will not accept liability for any compensation in respect of such cancellation.
7. The hirer shall indemnify the Company against all actions, proceedings and claims whatsoever which may arise as a result of the hiring.
8. The hirer acknowledges the right of the Company and its duly authorised officers to enter the facility at all times on producing evidence of their identity.
9. The facility may not without the Company's permission be used for any purpose other than that specified in the hiring agreement.
10. The hirer will be required to meet the cost of any damage to the facility or loss of equipment arising from the hiring.
11. Spikes in excess of 6mm may not be used on the track.
12. The sale of goods other than programmes is not permitted without the Company's permission.
13. The hirer will be responsible for ensuring that these and any other conditions imposed by the Company are complied with and for the conduct of persons attending the event.
14. Where the pavilion is included the hirer may not bring into the building any electrical equipment, gas or flammable materials or interfere with the electrical or heating services.
15. In the case of Junior (under 18) events the hirer is responsible for ensuring that adequate adult supervision is provided.
16. Details of the programme of events should be submitted if possible with the application or at least one week prior to the meeting.
17. Under the Council's Byelaws 13(2) the arena is a dog free area and as such dogs are not allowed, except in the case of guide dogs.
18. The Hirer must contact the Track Manager if the hirer wishes to provide refreshments
19. The Hirer is responsible for making a provision for First Aid. Norman Park Track Management are not responsible for meeting this requirement.

VAT - Exemption on Series Booking, Guidance Notes for hirers.

1. Organisations which may qualify for exemption are:
 - a) Schools
 - b) Clubs
 - c) Associations, Organisations representing affiliated clubs or constituent organisations.
2. To qualify for exemption the hirer MUST
 - i) Use a facility continuously for more than 24 hours OR for a series of 10 or more periods
 - ii) Use the same facility at the same place for the same activity
 - iii) Use the facility consecutively i.e. the interval between each booking must be no less than ONE DAY and no more than FOURTEEN DAYS
 - iv) Book the facility for the whole series of booking in writing on approved forms which identify the conditions of hire
 - v) Have exclusive use of the facility
3. If through "exceptional circumstances" the Company is obliged to switch a booking to another venue or indeed to cancel the booking then this would not affect the exemption for VAT.
4. A Booking Form must include evidence that payment is to be made in full for the series whether or not the right to use the facility is exercised - THERE WILL BE NO REFUNDS IF A TEAM OR CLUB CANNOT FULFIL A BOOKING
5. Ancillary facilities (e.g. changing rooms, floodlights) where these are incidental to the main supply of sports facilities - will have the same VAT liability unless they are provided as options.
6. Payment for the series bookings should be made in advance and in instalments at the discretion of the Manager.
7. Clubs are entitled to add dates to a series or block booking at a later date but all such bookings will be subject to VAT as they form part of a new and separate agreement. However this does provide some flexibility for clubs to make adjustments and to book additional dates during the course of a season without affecting the VAT exemption on the initial series.
8. Clubs may not qualify or want to claim VAT exemption for whatever reason. This booking system is designed to minimise the cost to organisations who are eligible for VAT exemption.
9. Further information is available in the leaflet 701/5/90 which can be obtained from HM Customs and Excise Office, 85 The Walnuts, Orpington, Kent, BR6 0TN

PLEASE NOTE

Council by-laws do NOT allow dogs in the arena area.

Please ensure that people attending are informed, and comply with the regulations.

Risk assessments if required are the responsibility of the hirer of the track premises and can be carried out before the event at a time agreed with the Track Manager.