To all Synthetic Pitch Users

Dear Customer

Annual Synthetic Block Booking Application
1 October 2018 to 30 September 2019

Block booking applications are now available for submission for the hire of the synthetic sports pitch facilities in Clydesdale, Hamilton, East Kilbride and Cambuslang/Rutherglen. The block booking period will run from 1st October 2018 to 30th September 2019.

Should you wish to make an application please complete the attached form and return it to Hamilton Palace Sports Ground, Motehill, Hamilton, ML3 6BY.

Block booking applications should be submitted no later than 2 September 2018. Other applications will continue to be accepted after this date however, your requested day and time may not be accommodated.

If your application is successful your allocated booking will be confirmed in writing week commencing 17th September 2018.

If you require any further information or clarification with regard to the above, please do not hesitate to contact our Central Booking Office (01698 424101).

Yours sincerely

Outdoor Recreation Central Administration Section
SYNTHETIC GRASS SPORTS PITCH

BLOCK BOOKING

PROCEDURES & CONDITIONS

FOR TRAINING & CASUAL PLAY
The following procedures and conditions relate to synthetic sports pitch block bookings.

Block booking applications are considered annually and will be effective from 1 October until 30 September.

**Sports Pitch Block Booking Allocation Priority Criteria**

The Sports Pitch block booking allocation system will, where possible, take cognisance of each individual sporting activity in an effort to accommodate and achieve a balanced facility programme.

**Payment Procedures**

All Block bookings must be paid 7 days in advance of booking. Payment can be made in full online or by telephone via the Central Booking Office on 01698 424101 using Debit/Credit Cards. Cash/Cheque transactions can also be carried out at the Palace Grounds as well as the following designated sites:

<table>
<thead>
<tr>
<th>East Kilbride</th>
<th>Strathaven Leisure Centre</th>
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<tbody>
<tr>
<td>Clydesdale</td>
<td>Carluke Leisure Centre</td>
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<tr>
<td></td>
<td>Lanark Lifestyles</td>
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<td></td>
<td>Forth Sports Centre</td>
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<tr>
<td>Rutherglen/Cambuslang</td>
<td>Eastfield Lifestyle, Cambuslang</td>
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Payment for bookings at Lesmahagow Sports Facility, Jock Stein Centre, Carluke Leisure Centre, John Cumming Stadium, Whitemoss, Duncanrig, and Blackwood must be made at the facility.

Failure to pay your booking 7 days in advance will result in your booking being automatically cancelled.

All casual bookings must be paid for at the time of booking.

**Cancellation of Block Bookings**

If a team/organisation does not require their booking on a particular week, a minimum of 7 days advance notice must be given by contacting the central booking office on 01698 424101.

Failure to comply with the above will result in the following actions being taken where appropriate:

- Unpaid bookings will be cancelled automatically as above
- No refund will be given if cancelled within the 7 day notification period
If a team/organisation require to cancel their block booking for a prolonged period of time i.e. school summer holidays, then a maximum of 8 weeks will be accepted. This must be put in writing giving 14 days advance notice. If the required cancellation period exceeds 8 weeks in total then the remainder of the block will be cancelled. You will then be required to reapply, however we cannot guarantee your original booking slot.

Any team/organisation wishing to cancel their entire block booking allocation must do so in writing, giving 14 days notice.

South Lanarkshire Leisure & Culture Ltd will reserve the right to cancel a block booking to accommodate major community/one off events/Sports Development events etc. Where possible a minimum of 14 days written notice will be given with event related cancellations.

In the event of inclement weather we will give as much notice as possible in respect of cancellation. Any payment will be transferred to your preferred booking date.

**Casual Bookings**

Casual bookings will be available 7 days in advance and must be paid at the time of booking. Payment for any booking which is cancelled giving 24 hours notice will be transferred to the customer’s next booking.

**Charging Policy**

South Lanarkshire Leisure & Culture Ltd offer a range of discounted rates for junior team/organisations as follows:

- U16’s charges apply at full junior rate.
- Scholars/Students – The current policy in respect of charges for junior category.
- A team stipulates that any group aged 16 and over should be charged adult rate. A concession rate can be applied if respective teams can produce current Scholar/Student Cards. To qualify for this concession 70% of participants must hold a valid card.
- South Lanarkshire discounted rate – A discounted rate is available for teams who comprise of 70% or more South Lanarkshire residents. For further information please contact the Central Booking Office.
**Commercial Bookings**

Any facility let which is being used by an organisation for financial gain will be charged a 100% surcharge.

Commercial organisations must declare their commercial interest/status at the time of making a booking application. This applies to both casual and block bookings.

**General Booking Conditions**

Any Team/Organisation failing to abide by the General Booking Conditions will have their block booking reviewed.

1. The block booking holder will be responsible for the conduct and general behaviour of all participants associated with their booking and the block booking holder will be held liable for any damage or loss of equipment incurred during a booking.

2. South Lanarkshire Leisure & Culture Ltd does not permit any training or unauthorised use on natural sports pitches.

3. The consumption of alcohol within Recreation Areas, Stadiums, or Pavilions is **strictly forbidden**.

4. We recommend the use of moulded rubber studded boots on all our synthetic pitches. Please note the following footwear is **not permitted** – Blades or Metal studs.

5. User groups are required to leave sports pitch areas in a reasonable condition, free and clear of litter and debris. Failure to do so may result in the cancellation of any future lets.

6. Block bookings are not transferable to any other Team/Organisation. Any unauthorised transfer will result in the loss of the block booking.

7. Groups, who are allocated individual changing rooms at Hamilton Palace Sports Ground and John Cumming Stadium, will require to pay a £10 deposit per room for key hire. This deposit will be redeemed after inspection of the changing area by leisure staff. A supplementary charge will be applied to booking holders if changing areas are left in a poor state of repair and require additional cleaning or maintenance.

8. Any accidents or incidents involving injury must be reported to facility staff or alternatively reported to the Central Booking office (01698 424101) as soon as possible, in order that appropriate records can be maintained.
9. Due to the dual use arrangement with particular schools – lets will be
cancelled on all public holidays.

This will apply to:
- Carluke Leisure Centre
- Lesmahagow Sports Facility
- Blackwood & Kirkmuirhill Community Wing
- Stonelaw Sports Centre

Please click on the link below to complete and submit your application form
online:

[Synthetic Pitch block booking application form]