

RAVELSTON SPORTS CLUB – FACILITIES BOOKING FORM

ESMS SPORTS CENTRES, STEWART'S MELVILLE COLLEGE, QUEENSFERRY ROAD, EDINBURGH, EH4 3EZ.
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PLEASE WRITE CLEARLY AND READ THE BOOKING CONDITIONS OVERLEAF BEFORE SIGNING THIS FORM.

Duration: Day of week: From (date): To (date) :

Time: From:hrs To:hrs Membership No:

Equipment required:

Name of Applicant: Club or Organisation:.....

Phone: Day: Evening: Mobile:

Email:

Name & address for invoice & booking confirmation purposes:.....

.....Postcode:

Activity	Booking	No. of Lanes/Cts Required		Duration Required	Cost Per Hour			Amount Due
					Member Rate	Adult Non Member	Child, OAP, Student Non Member	
Indoor	Badminton court	(Max 4)			£3.50	£10.20	£6.80	£
	Short tennis court	(Max 4)			£3.50	£10.20	£6.80	£
	Table tennis table	(Max 4)			£3.50	£6.70	£4.70	£
	Cricket lane	(Max 2)			£8.00	£19.20	£14.50	£
	Sports hall	(Max 1)			£28.80	£46.40	£37.00	£
	Third of sports hall	(Max 3)			£10.70	£20.50	£16.50	£
Outdoor	Astro Pitch	(Max 2)			£16.00	£29.50	£23.20	£
Pool	Swimming Lane	(Max 3)			£7.80	£17.50	£14.20	£
Misc	ADULT guest accompanied by member				£3.00	N/A	N/A	£
	CHILD guest accompanied by member				£2.00	N/A	N/A	£
	Replacement of lost membership card				£2.00	N/A	N/A	£
	Coached classes for groups of 3 or more				£19.80	£19.80	£19.80	£
TOTAL AMOUNT DUE:								£
PAYMENT METHOD (INVOICE or PAYMENT ON ARRIVAL)								

I have read and agree to abide by the conditions of booking overleaf.

Signed: Date:



For Administration Only

Date/time Booking Form Received: Date of Written Confirmation:

Notes:

Waiting List ☐ Block Booking ☐ Single Booking ☐ Invoice ☐ Payment on Arrival ☐

CONDITIONS OF BOOKING - SMC SPORTS CENTRE

1. A responsible person must be present throughout the duration of each let. In the case of sports lets the activity must be carried out and supervised in accordance with the appropriate rules and safety recommendations of the governing body of the sport concerned. This person must report to reception on arrival.
2. All groups using SMC Sports Centre do so on the understanding that they are liable for any loss of, or damage to property, or injury to members for their group and staff, which may occur while making use of the SMC Sports facilities.
3. All bookings include at least 5 minutes at the start to set up equipment and at least 5 minutes at the end to put equipment away.
4. Players must not enter the activity area before their scheduled booking start time. At the end of the session, players must vacate the activity area promptly so that the next booking may start on time.
5. Only clean trainers with non-marking soles may be worn in the Games Hall and on the Astroturf. No studded footwear may be worn; this includes the plastic moulded type.
6. Management reserve the right to refuse entry.
7. The SMC Sports Centre Duty Supervisor must be notified IMMEDIATELY if an accident or injury occurs, and an official accident report form must be completed. There is a First Aid kit at reception and also in the lifeguard's room on the poolside.
8. Organisers of groups using facilities must take responsibility for the behaviour of participants while on site.

GENERAL

1. No smoking or alcohol is allowed in any part of the building or school grounds.
2. No food or drink may be taken into any of the activity areas (**plastic water bottles are acceptable**).
3. Several groups use changing facilities at any one time. Changing rooms are not locked. Please ensure no valuables are left in the changing areas (**coin return lockers are provided**).
4. For non-members, involvement in a Sports Hall or Astro pitch booking does **not** include permission to use the pool or the fitness suite.

BOOKING

1. All accepted bookings will be notified in writing and prospective hirers should not assume that they have been allocated facilities until they have received written confirmation.
2. Hire of facilities does not include equipment unless that has been specifically requested and agreed as part of the booking.
3. Anyone wishing to cancel a booking must do so 48 hours before the date of the booking. Cancelling a booking with less than 48 hours before the date of the booking incurs a 100% charge. Failure to inform us of a cancellation incurs the full 100% charge.
4. Prices are reviewed annually. Notification will be given for any changes.
5. Re-bookings are not automatic. Customers wishing to re-book must do so in good time, using an official booking form.
6. Bookings can be taken up to one year in advance.
7. Cash bookings must be paid on arrival. Play may not begin until payment is received.
8. Invoices are due within 14 days of the invoice date. Interest at the rate of 4% per annum above the Bank of England base rate will be payable on all overdue accounts, with such interest to be calculated on a daily basis. A £10 administration charge will be levied per letter, email, phone call or other communication made by the ESMS Sport Centres if invoices due fall more than one month in arrears.

CONDITIONS OF BOOKING – SWIMMING POOL

1. The swimming pool is **strictly members only**, with the following exceptions:
 - ◆ ESMS school activities
 - ◆ Guests signed in and accompanied by a member of Ravelston Sports Club
 - ◆ Ravelston Sports Club swimming lessons
 - ◆ Entry by special offer voucher issued by Ravelston Sports Club.
 - ◆ Group bookings authorised by management
2. Organisers of groups using the swimming pool must ensure full compliance of pool rules and lifeguard instructions.
3. The number using the pool will be limited to a maximum of 6 swimmers per lane.
4. Children's parties are subject to further conditions and may only be booked at the scheduled times. Details can be found on the party application form.
5. Management reserve the right to decline or restrict bookings.
6. No more than 3 out of 5 lanes may be booked at a time.
7. A responsible adult must accompany swimmers under the age of 8 in the water.