

MES SPORTS CENTRE: BOOKING FORM

 rsc@esms.org.uk

 0131 347 5800

 MES Sports Centre, Craigleith Rise, Edinburgh, EH4 3NT

Your Details

Name		Address	
Club			
Phone Number			
E-mail Address		Post Code	

Booking Details

Activity	
Area Required	
Start Date	
End Date	
Exclusion Dates	
Start Time	
End Time	

Price Per Hour

	Adult	Student Child OAP	Amount Due
Cricket Lane	£21.80	£14.60	
Full Hall (Six Lanes)	£100	£68	
Games Hall	£49	£37	
Half Games Hall	£29.50	£23	
Badminton Court	£10.60	£7	
Astro Pitch	£51	£42.50	
Half Astro Pitch	£33.20	£25.20	
Gymnasium	£27.50	£20.80	
Studio	£21	£15	
Fitness Session	£4	£4	
Fitness Pass (10 Sessions)	£30	£30	
Coached Classes	£20.60	£20.60	
Tennis Court	£9	£5	
Table Tennis	£6.50	£4.50	

Additional Information

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Payment Method *(please tick)*

Payment on Arrival	
Invoice	
Up Front	

Invoice Details

If paying by invoice, please provide details of the person who will be dealing with your payments:

Name:

Phone Number:

E-mail Address:

Address:

Signature

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

Signed:

Date:

Admin Details *(to be completed by Sport Centre Staff)*

Booking Account Number		Processed By	
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CONDITIONS OF BOOKING – MES 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 the MES 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 MES 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 Astro Turf. No studded footwear may be worn; this includes the plastic moulded type.
6. Management reserve the right to refuse entry.
7. The MES 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 first aid room.
8. Organisers of groups using facilities must take responsibility for the behaviour of participants while on site.
9. Any member making a booking must be present for the duration of the let. Also, they must be present to qualify for member rates.

GENERAL

1. Access to MES Sports Centre is strictly by means of **Craigleith Rise**. This is the car park for users of MES Sports Centre.
2. No smoking or alcohol is allowed in any part of the building or school grounds.
3. No food or drink may be taken into any of the activity areas (**plastic water bottle is acceptable**).
4. 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**).

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 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. **Invoice payments should be paid by the end of the following month. For example, if you use our facilities in January, you will receive an invoice at the beginning of February, and payment should be made by the end of February. LATE PAYMENTS WILL BE SUBJECT TO A 10% CHARGE.**