



## Bhutan Amateur Athletics Federation

Member of the International Association of Athletics Federations

Member of the Asian Athletics Association

Affiliated to the National Olympic Committee of Bhutan.

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### Term and Conditions for Athletics Stadium

Sir/ Madam,

The following are the Terms and Condition applied for the booking and use of athletics tracks at Thimphu Athletics Stadium.

#### 1. Booking and cancellation

- All bookings must be made in writing using the booking form or online via [www.bhutanathletics.org](http://www.bhutanathletics.org)
- Provisional booking will only be held for a period of a week. If not confirmed by booking form at the end of period, the date may be released.
- Upon receipt of the booking form, the details will be passed to our Finance Department who will invoice the hirer directly. **Payments should be made during the submission of the booking.**

#### 2. Charges

- All hirer will be invoiced following confirmation of the booking. Failure to pay hire charges will result in the **booking being cancelled** and the hirer will be liable for full payment of any package booked.
- The hirer will be held responsible for any damages of Track Toilet Basin, Bucket, Toilet Pots and Track and Field ground and loss of Track equipments. The Hirer shall pay to the federation or replace the damaged thing within a week.
- Cancellation charges prior to the event booking for 50% from actual cost. Notice of cancellation must be made in writing and will become effective on the date received by the Federation.
- The fee should be paid in Cheque or cash in favor of Bhutan Amateur Athletics Federation(BAAF), Account No.5000005088005 (BNB Account)
- No animals will be allowed within the track area. All dogs owners should be made aware that dog fouling is prohibited on sports ground.



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- BAAF has a policy of **NO SMOKING** and this must be adhered to at all times.
  - All equipments hired can only be used on the premises and must not be removed. Hirers must leave the premises clean and tidy and all equipments and furniture should be stored away or placed tidily as required.
  - Users must not leave their own belonging or equipment on the premises without the written consent of the BAAF and any items left in the track with BAAF approval are left at the owner's risk.
  - Cancellation of a seasonal booking must be made in written at least 14 days prior to the start of the season, and no refund will be given after this point.
  - Vehicles must be parked on parking lot near the Track area only not on the office parking lot
  - The participants (Student) are not allowed to sit around the office and are not allowed to use office toilets.
  - The **tents are not allowed** to pitch inside the athletics ground.
  - Canteens are not allowed to open within the Track areas.
  - Damage facility amenities. The hirer must make sure to inspect the facility while taking change and accordingly return the equipments in the same state. Any damage/breakage to any amenities must be replaced by the hirer.
- 3. Opening and Closing of the Track and Field.**
- The Track and Field will be opened and closed by either by a member of staffs or our Resident caretaker. Please ensure that your staff or guest is aware of the hire period.

### Contact numbers are as follows:

Dorji Tenzin	General Secretary	02-328623 / 17604177
Tshetrim Yoezer	Coach	17761503
Pinkey Pulami	Accounts/Adm. Officer	17591404
Sita Gajmer	Caretaker	17655006



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### **4. Security**

The BAAF accepts no responsibility for leaving the premises and surrounding area in a clean and tidy condition and any contents temporarily removed from their usual positions properly replaced, otherwise the BAAF will be at liberty to make an additional charge.

### **5. Disclaimer**

Every effort has been made to ensure the accuracy of all information provided. The BAAF does not accept liability for any errors or omissions and reserves the right to amend any information at any time.

### **6. Hiring Fee Structure**

<b>Sl.No</b>	<b>Particulars</b>	<b>Amount</b>
1	1 Day	Nu.2,500
2	3 Days	Nu.6,000
3	1 Week (7days)	Nu.10,000
4	1 & ½ Weeks (10Days)	Nu.12,500
5	2 Weeks (14 Days)	Nu.14,000
6	2 & ½ Weeks (17Days)	Nu.16,500
7	3 Weeks (21 Days)	Nu.18,000
8	3 & ½ Weeks (24 Days)	Nu.19,000
9	1Month	Nu.20,000

**\*Charges are compulsory for all the user of Track and Field\***



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