Edinburgh Leisure Extended Lets: Frequently Asked Questions

Q: How do I book an EL facility for an extended let?
A: To hire a space in an EL venue contact the venue that you are interested in to discuss availability. You will then be directed to the website to download and complete an extended let booking form. You will also be expected to supply a copy of your club’s insurance policy and return all information to the venue. No extended let agreement is confirmed until all documentation is submitted and checked by the venue.

Q: How do I know my let is confirmed?
A: You will be notified that the let is confirmed once all of the paperwork and supplementary information has been checked.

Q: How much does it cost to hire EL facilities?
A: Charges for use of our facilities differs depending on the venue and/or space requested. The costs are reviewed every year, with any price increases communicated to customers early in the new year for implementation on 1st of April.

Q: What are the payment options?
A: Direct Debit is our only payment option available to customers. For casual one-off payments we require payment at the time of booking.

Q: If I hire the swimming pool, do you provide a lifeguard?
A: Yes. All Clubs/Groups hiring the pool within an EL community venue has a lifeguard provided for the duration of the let.

Q: Does my let time include or exclude set up and take down of equipment time?
A: Large fixed equipment will be set up for your extended let booking in advance and all let’s must vacate the area by the end time stated on your booking form.

Q: Do you hire out equipment?
A: Let charges include large, fixed items of equipment. However, users are expected to bring their own small equipment items including footballs, basketballs, netballs, volleyballs, shuttles, rackets, etc. if necessary, these can be hired out at an extra cost.

Q: What are you doing to safeguard and protect children and vulnerable adults?
A: For all lets where under 18s are in attendance, the applicant must complete the self-certified PVG check for their coaches on the booking form. Clubs are also required to certify that they have a Safeguarding Policy and Code of Conduct in place that ensures the club abides by the relevant governing bodies safeguarding policy and operating standards.
Q: Are all EL facilities easily accessed?
A: All our buildings have disabled access but this can vary from venue to venue. To ensure specific requirements can be met for a specific facility, please contact the venue to discuss. There is information for each venue on the website.

Go to https://www.edinburghleisure.co.uk/venues and click on the relevant venue link, then click on ‘hours and contact’ and the disability access information is at the bottom of the page.

Q: Can I use and store my own equipment?
A: Storage of a let holder’s equipment cannot be guaranteed and is dependent upon the agreement with the venue and may be subject to a risk assessment and additional charge. Any external equipment used or stored in an EL facility must be fit for purpose and comply to all BS and Health and Safety regulations. Storage of equipment is at the let holders’ own risk and Edinburgh Leisure will not accept liability for any damage caused whilst stored in a venue. It is strongly recommended that separate insurance for equipment is arranged by the let holder.

Q: What happens if I need to cancel a session or the whole booking?
A: In the application form you will be asked to provide a list of dates that you will not require the booking, and you will not be charged for these dates. However, if you subsequently cancel a session you will be charged. There are notice periods for cancelling the extended let agreement early. Please see the Terms & Conditions for details.

Q: What time do I get access before my let starts?
A: Your let will commence and finish at the times detailed on your booking confirmation.

More information can be found within the Extended Let Terms & Conditions document on the Extended Let webpage.

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