



Private Group and Educational Bookings

Procedure as of April 2013 onwards.

Demand for track time at the National Cycling Centre is at an all time high so to ensure all applicants are treated fairly and in a transparent manner, the following system will apply on a 12 month trial period commencing from April 2013;

1. Any group wishing to book a session on the track must now join a waiting list. This has to be requested via email or by post. The waiting lists are split into months and you must request which month you wish to be considered for a track session. For example, if you are wanting a winter session you may email us requesting to be considered for a track session in September.
2. You will then be added to the September waiting list. You will receive an email with confirmation that you are on the list with an approximate time when the dates will be released, along with a number. This number is a count of all the people on the list, for example if you were number 10 there are 9 people in front of you on the list.
3. Each list has a maximum of 100 people to it. When the dates get released they get released to 30 email addresses at one time. So we email numbers 1-30 on the list with available dates and times and these have 24 hours to respond.
4. Once 24 hours have passed numbers 31-60 get released and are given 24 hours to respond.



5. Finally the dates are released to the remaining numbers on the list. This system will operate on a first come, first serve basis.
6. You will then be notified via email if you have been successful in your preference and a Track Hire Application and Bike Hire Request Form will be sent to you and you will be removed off the waiting list.
7. If you have not been successful you will also be notified and be added to the next available waiting list. We would recommend you include 2-3 preferences on your email as this may increase your chances in being successful.
8. If there is not a suitable date for you on the availability list then please reply and ask to be placed on the next available waiting list as once the dates are sent to you, you are removed from the list.

If you require any further details on the updated booking procedure, please contact me on 0161 230 2270.

Martin Ekgren
Bookings Administrator