



## Range Bookings

### 1 Introduction

The club makes its ranges available for bookings to members and businesses who have obtained **Vetted Membership Status** with the club. Access to the premises and bathroom are restricted by code-combination locks, the codes of which are given to vetted users once approved.

Currently, only ranges C3 (booked as the entire C-range), D1 and D4 are generally made available for bookings. In the future, the 100m range will also be available. Ranges C1, C2, D2 and D3 are typically kept open to reduce distractions during concurrent bookings, but may still be made available at the discretion of the executive committee. Ranges A and B may only be booked for exceptional use cases.

### 2 General Rules

- The **Club & Range Rules** shall apply at all times.
- Club events (available on the website) shall take precedence over bookings.
- Bookings are made on a first come first served basis.
- Abusive or negligent usage of any codes or keys provided may result in the executive committee taking disciplinary action.
- Keep the main gate closed, except on Saturdays during public operating hours or when required for access by participants during the booked session.
- If you arrive early or run late, respectfully allow others with bookings to use their slots as arranged.
- Safety marshals administrating A-range do not handle any bookings or its associated indemnities and payments.

### 3 Fees

1. Fees as stipulated in the **Club & Range Rules** shall apply.
2. For members or businesses making regular bookings of high volume, the executive committee may apply a discount at their discretion.
3. For extraordinary events, a special rate may be negotiated with the executive committee.
4. Payments must be made into the club's bank account.

**Account name:** Somerset West Pistol Club

**Bank:** Investec

**Account number:** 5000 6969 507

**Branch code:** 580105

**Reference:** FEE MembershipNo / FEE BusinessName

## 4 Procedure

1. Contact the club secretary, preferably by WhatsApp message, to see if the range is available. Your message will be responded to as soon as possible, but be considerate in your timing and expectations. Use calling only as a last resort due to work obligations. Provide all of the following:
  - Date
  - Start time
  - End time
  - Preferred range
  - Special requests (if applicable)
2. Your booking request will be confirmed, declined or rescheduled depending on availability. A confirmation of your booking will be sent to you which, in the event of a dispute, can be used to show that you have secured the slot. Verify that the slots booked are as requested. In the event that you have to reschedule or cancel, notify the club secretary as soon as possible as it infers no penalty unless abused and opens up the range to others.
3. When arriving at and when leaving the premises, one member of the group (preferably the person that made the booking) must announce their arrival and departure on the *SWPC: Access Control* WhatsApp group. This is vital for safety and security monitoring. Posting a photo of the locked gate when leaving is strongly encouraged.
4. Complete the **Range Booking Attendance & Indemnity Form** with all attendees signing in, including instructors and spectators, and all applicable fields filled out and boxes checked as per the **Club & Range Rules**. Use only a single form per session — do not combine multiple sessions or days into a single form. The forms must be sent to the club secretary via WhatsApp/email as easily legible scans or photos by the end of the next business day. Physical copies of the forms must be kept for six months and may be requested by the club for any purpose. Outstanding indemnity forms may result in new bookings being declined.
5. Pay the required fees and send the club secretary the proof of payment. If frequent bookings are made, it is acceptable to pay in bulk for multiple sessions after a few weeks, but not exceeding two months. Outstanding payments may result in new bookings being declined.