



SEASONAL BOOKING FORM

HIRER DETAILS

Type of Hirer (Please select one) Sporting Club School Community Group Incorporated Body Private Hirer Other

Hires condition Seasonal Casual

Hirer Name Contact Name

Contact Postal Address

Contact Number(s) PH: MOB:

Email

Type of Event (*training, competition, workshop, conference, expo, birthday etc*)

Do you hold Public Liability Insurance? No Yes *Provide Certificate of Currency*
Refer to Condition 3 – Page 4

Are you hosting a fundraising event? No Yes *Provide Statutory Declaration (if applicable)*
Refer to Condition 7 - Page 4

Will you be selling retail goods? No Yes *Refer to Condition 18 - Page 4*

Will alcohol be consumed on the premises? No Yes *Please complete Liquor Consumption Application – Page 6*

APPLICATION AND BOOKINGS

All bookings must be made by all Hirers 28 days in advance, or as soon as practicably possible if booked within the 28 days and subject to court and staff availability.

The application will be processed and applicants will receive a confirmation email 21 days prior to their booking. You will be advised 7 days after application has been received by the BLC. You are advised not to issue invites or advertise your event until that time. The Shire shall not advance, prioritise or confirm booking purely for the reason that they have been prematurely advertised or promoted by the applicant.

The Shire of Bridgetown-Greenbushes reserves the right to cancel any booking due to unforeseen circumstances. The Shire will make every effort to provide the Hirer with as much notice as possible. Cancellations will require 24 hours' notice. If less than 24 hours' notice is provided, full hire fees will be required, full hire fees will be charged.

IMPORTANT

- **Hire dates/times must include set-up & clean-up**
- Half day hire is only applicable if the hire is either completed by 1 pm or commences after 1 pm
- Additional fees may apply if time is required outside of your allocated booking for set-up & clean-up



CASUAL HIRE REQUEST

Court 1	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
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Date From

Date To

Start Time

Finish Time

Court 2	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
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Date From

Date To

Start Time

Finish Time

Court 3	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
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Date From

Date To

Start Time

Finish Time

The Mezzanine	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
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Date From

Date To

Start Time

Finish Time

Swimming Pool	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
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Date From

Date To

Start Time

Finish Time

No. of Lanes

BOOKING FEES COURTS AND MEZZANINE

	Court 1	Court 2	Court 3
Groups Per Hour	\$39.00	\$39.00	\$39.00
Training per hour	\$31.20	\$31.20	\$31.20
Training ½ Court per hour	\$15.65	\$15.65	\$15.65

The Mezzanine	Not for Profit	Commercial
Per Hour	\$13.50	\$26.00
Full Day Hire	\$77.90	\$168.45
Half Day Hire	\$44.50	\$44.50

POOL FEES

Lane Hire per hr	\$25.00	
CARNIVALS	Full Day Entry & Venue Hire	\$426.70
	½ Day Entry and Venue Hire	\$256.00
	Full Day Additional Life Guard (per 100 entries)	\$206.25
	½ Day Additional Life Guard (per 100 entries)	\$103.15

BOND

Hire Bond (required for ALL hires)	\$200.00
Consumption of Liquor Surcharge (required where alcohol is consumed on premises)	\$50.00



CONDITIONS OF HIRE & APPLICANT DECLARATION

Please complete the tick boxes

1. Hire fees and bond must be paid in full by the Hirer prior to the booking date. Except for Hirers that have an agreement with the Shire to be invoiced. Bookings are not confirmed until full payment has been received. All payments must be made within office hours (Monday to Friday between 9:00am – 4:00pm).
2. The Hirer is to be notified if a second booking request is received by the BLC and will be given 48 hours to make full payment. If payment is not made within the 48 hours, the booking will be terminated and offered to the secondary party.
3. Incorporated bodies, schools and commercial operators must provide a copy of their current Public Liability Insurance Certificate (min \$20 million) prior to the hire taking place.
4. The responsibility for administering first aid in the event of an emergency rest with the Hirer and/or responsible person(s).
The Hirer must ensure the following:
 - The Hirers representative must hold a current and valid First Aid and CPR qualification and are available to administer first-aid if required throughout the hire period.
 - Location of first-aid station easily identified to users.
 - First aid kit adequately stocked and regularly checked
5. The Hirer must provide on request proof of first aid qualification, coaching accreditation, officials accreditation, working with children.
6. 'Private Hirer' refers to any person or group of persons (not being a sporting body, club, association, corporation or incorporated body), who hires a Council facility for non-commercial or non-profit making purposes, less frequently than once per calendar month or twelve times per calendar year.
7. All Private Hirer's hosting a fundraising event must provide a general Statutory Declaration with this form declaring that all profits will be donated to charity. A copy of this Statutory Declaration can be obtained from the Shire office.
8. The Hirer agrees to accept responsibility for the appropriate use of existing general power outlets. Excessive use of appliances or using appliances that require a greater amperage can overload the electrical circuitry and result in damage. The Hirer is responsible to cover any repair costs as a result of non-compliance.
9. The Hirer is to ensure that all lights, heaters, aircons and fans are turned off, windows closed and chairs and tables are stacked and returned to storage areas upon vacating the facility.
10. Please refer to the Hirer Inspection Checklist attached to this form regarding cleaning responsibilities. If the Shire is required to organise any extra cleaning or repairs for damages, the cost associated will be deducted from the \$200 hall hire bond.
11. The Hirer of the venue is expected to comply with the provisions of the Liquor Act, Health Act, Police Act and Criminal Code and any other Acts applicable. The Shire of Bridgetown-Greenbushes will not be liable for any breaches of these provisions.
12. The Hirer must at all times keep the facility clean, tidy, unobstructed and free from rubbish. Fail to comply will result in a cleaning fee be charged. All Hirers equipment must be stored and locked away in the eastern storage room, storage bins at the conclusion of activity.
13. All liquid spills are to be cleaned and dried immediately when occurred by the Hirer, to prevent and eliminate any slip hazards to players and patrons.



14. The Hirers must seek permission from the BLC to sell, prepare or provide food on the premises during the hirer period. If approved the Hirer will be required to complete a Food Act 2008 Notification Registration Form (Provided upon request). All users must be in accordance with the Food Act 2008 and any other relevant written laws that may be in force. Gas bottles are not to be stored in the facility. Food must not be consumed on the Courts.
15. The Shire will not be liable for loss, damage or injury to any person or property in or about the use of the facility or any areas of the facility used by the Hirer, however occurring. The Hirer acknowledges and agrees that any property of the Hirer left within the facility will be at the Hirers own risk.
16. To play music, Hirers must hold relevant licences and registrations with PPCA, APRA or One Music Australia. Please ensure noise pollution does not conflict with other activities within the Centre or neighbours.
17. All facilities owned or administered by the Shire of Bridgetown-Greenbushes are classified as “Smoke Free” environments under the Health Act 1928, therefore **SMOKING IS PROHIBITED ON THE PREMISES AND WITHIN 5 METRES OF AN ENTRANCE.**
18. Shire Facilities can be used for the promotion of products and services only. The retail selling of commercial goods will not be permitted. Applications for retailing of commercial goods by community/charitable organisations may be permitted subject to CEO approval being granted prior to the event (per Council Policy F.8).
19. The Hirer is to report any damage found or other reportable incidents to the Shire (regardless of whether or not the damage was caused by the Hirer).
20. In the event of the emergency The Hires must follow instructions given by any Shire staff in attendance.

Hirers Name

Date

Contact Number(s) PH:

MOB:

Signature



BOND REFUND FORM

Bond Payer

Postal Address

* Bank Details BSB: ACCOUNT:

* Credit Card Details CARD NUMBER: EXP:

Date(s) of Hire

I confirm that I understand that the Shire reserves the right to retain a portion of, or the entirety of, the \$200 hall hire bond to cover damage or extra cleaning costs

Signature Date

Contact Number(s) PH: MOB:

* Credit/debit card payments must be refunded to the original card used for payment of the bond. Cash, EFTPOS (not credit or debit) or cheque payments must be done via EFT (Electronic Funds Transfer) to the bank details supplied above. No cash refund are permitted.

OFFICE USE ONLY

Processed by

Receipt#

Date

LIQUOR CONSUMPTION APPLICATION

Hirer Name

Type of Event/Function

Date(s) of Hire

Hours of Hire
(eg. 9am – 5pm)

Hirer Signature Date

Contact Number(s) PH: MOB:

Please Note: No person under the age of eighteen (18) years is permitted to consume or serve liquor.

If it is the intention of the Hirer to sell liquor at the function listed above, a temporary liquor licence must be obtained from the Clerk of Courts Manjimup, Mount Street Manjimup PH: 9771 1316

OFFICE USE ONLY

Permission is hereby granted by the Shire of Bridgetown-Greenbushes for the consumption of liquor for the above mentioned function.

Officer Name

Signature

Date



HIRER INSPECTION CHECKLIST

In accordance with the conditions of hire, it is the responsibility of the Hirer to ensure that the following checklist is completed. Provided the hired facility has been left in a clean and undamaged condition, the bond will be refunded within 14 business days.

Please submit this checklist to avoid delays in processing your bond refund

Bridgetown Leisure Centre cleaning supplies are located in the cupboard in the store room

PLEASE NOTE: Dishwashing liquid, dishcloths, tea towels and First Aid Equipment are not supplied and are therefore the responsibility of the Hirer

COURTS & THE MEZZANINE	Completed (Please tick)
Tables & chairs stacked and returned to storage room	
Heaters/aircons/fans turned 'OFF' (The Mezzanine)	
Floors swept (Courts and The Mezzanine)	
Rubbish removed & bins emptied into Council bins (located outside front entrance of facility)	
TOILETS	
Taps 'OFF'	
Toilets left in tidy manner	
KITCHENETTE THE MEZZANINE	
Sink/benches/cupboard doors wiped down	
Rubbish removed & bins bags emptied into Council bins	
Floors swept & mopped	
Power to hot water urn on kitchen wall switched off	

IMPORTANT

Hirer is to report any damage found, or other reportable incidents to the Shire regardless of whether or not the damage was caused by the Hirer