

Belmont Oasis Leisure Centre

SPORTS BOOKING APPLICATION

Organisation:

Contact Person:

Address:

Suburb:

Postcode:

Phone:

Fax:

Email:

Booking Type:

- | | |
|---|--|
| <input type="radio"/> Team Training | <input type="radio"/> General Sporting Leisure |
| <input type="radio"/> Sporting Event | <input type="radio"/> School Education Classes |
| <input type="radio"/> Sport Competition | <input type="radio"/> Other (please specify): |

Facilities Required: *(Court 1 and 2 are our Main Hall, Court 3 is the Minor Hall)*

- | | |
|---|--|
| <input type="radio"/> Court 1 | <input type="radio"/> Group Fitness Room |
| <input type="radio"/> Court 2 | <input type="radio"/> Meeting Room |
| <input type="radio"/> Court 3 | <input type="radio"/> Kitchen |
| <input type="radio"/> Court 3 Badminton | Number of Badminton Courts: |

Other (please specify):

Booking Details:

DAY	DATE (DD/MM/YY)	START TIME	FINISH TIME
<input type="radio"/> MONDAY			
<input type="radio"/> TUESDAY			
<input type="radio"/> WEDNESDAY			
<input type="radio"/> THURSDAY			
<input type="radio"/> FRIDAY			
<input type="radio"/> SATURDAY			
<input type="radio"/> SUNDAY			

No. of participants:

Occurrence:

- | | |
|--------------------------------|--|
| <input type="radio"/> Once Off | <input type="radio"/> Reoccurring booking: |
| <input type="radio"/> Weekly | <input type="radio"/> Fortnightly |
| <input type="radio"/> Monthly | End date: |

DECLARATION I declare the information I have provided is complete and accurate, and I have read, understood and agree to the conditions outlined below. I understand and agree that at all times and being the supervisor of the group seeking to hire Belmont Oasis Leisure Centre, the group and I shall be at my own risk and I will not hold Belgravia Leisure or its staff liable for any personal injury which may result to my group or myself or loss of property except for any liability by Belgravia Leisure if it fails to render its services with due care and skill or supplies any material in connection with those services which is not reasonably fit for the purpose for which they are supplied.

Name of Group Supervisor:

Signature of Group Supervisor:

Date:

Notes/comments:

OFFICE USE ONLY:	
Name:	
Confirmed:	
Fees and Charges:	
Facility Hire:	
Payment type: <input type="radio"/> Invoice <input type="radio"/> Upfront payment <input type="radio"/> Other (POA)	
Notes:	

TERMS AND CONDITIONS:

Please read before signing.	
GROUP LEADERS RESPONSIBILITY:	Ensure all participants leave the facility at the finishing time or extra charges will apply. Ensure all participants leave the facility prior to closing time.
REGULAR BOOKINGS	Please note regular bookings can only be completed for a maximum period of 12 months between January and December of any given year. If you wish to continue after this 12 month period you must complete another booking form. No guarantee is given for continuance of your booking and the centre based programs have priority.
HIRERS RESPONSIBILITY	Use of this facility is at your own risk. You should not use the facility without discussing your health status with a medical practitioner as it could affect your safety and the safety of others. You will be held responsible for your own property and safety and the property and safety of minors under your care.
COURT RULES	All court rules are required to be followed at all times and the Duty Managers instructions are final.
PHOTOGRAPHY AND FILMING	No photography or filming is permitted within the centre without written permission from the Centre Manager.
SUPERVISION, PUBLIC SAFETY & SECURITY	The hirer assumes full responsibility during the period of hire for the supervision and control of all its guests, players, members, staff, and visitors. Where specialised supervision (e.g. lifeguards) is required the hirer must provide Belgravia Leisure with evidence of the qualifications and numbers of staff the hirer will use. Special arrangements by the centre to provide additional staff for either supervision (e.g. Lifeguards) or security (e.g. door or crowd control) can be provided at an additional cost.
PUBLIC LIABILITY RISK INSURANCE	All ongoing bookings are required to indemnify the Centre and Belgravia Leisure against any claim for person injury or property damage arising out of the use of the Centre's facilities. Hirers shall have a Public Liability Risk Insurance Policy for not less than ten million dollars (\$10,000,000.00). Hirers must provide evidence of insurance for the date(s) of hire in the form of a copy of the policy or a Certificate of Currency prior to the Hire at the time of booking. This does not apply to bookings made by a casual public user.
RELEASE AND INDEMNITY	The Hirer agrees to occupy and use the Centre Facilities at the Hirer's entire risk and release to the full extent permitted by law, Belgravia Leisure, its officers, servants and agents from all claims and demands of any kind and from all liability which may arise in respect of any accident, damage or injury occurring to any person or property in or about the Centre before during and after the Function.
LOSS OR DAMAGE	Belmont Oasis Leisure Centre will not be responsible for any loss, damage, or injury to you and minors accompanied by you which arises from negligence of its employees, agents, independent contractors, voluntary workers, other users of the facility or participants in the activities or spectators or other parties providing services through or in the facilities of Belmont Oasis Leisure Centre. You as the hirer are financially responsible for any loss or damage sustained by the Centre during your period of Hire. The Centre requires a bond payment to be held against loss or damage including but not limited to the building or equipment refundable after the event or drawn upon to pay for loss or damages resulting from the hire. If repair or replacement is required and interferes with centre based programs, loss of income will be charged to the hirer.

EMERGENCY EVACUATION	In the case of an emergency evacuation listen carefully to the Area Warden and follow their instructions to evacuate to the nominated evacuation point. ALL EMERGENCY EXITS MUST REMAIN CLOSED.
EQUIPMENT	Please read the instructions regarding use of the equipment in the area you will be using. At the conclusion, all tables, chairs and other equipment must be returned to the side of the hall off the courts or an area otherwise determined by the Duty Manager. SMOKE MACHINES CANNOT BE USED AT ANY TIME.
CLEANING	At the conclusion of each booking all equipment must be returned, tables/chairs cleaned and stacked, rubbish removed and floors swept/vacuumed and rooms left tidy. If utilizing a kitchen, it must be left spotless with rubbish placed outside and all benches and floors cleaned. If the area is not cleaned prior to the end of the booking time, an extra fee will be charged, or the bond forfeited.
SMOKING	It is a Belgravia Leisure policy that smoking is not permitted within facilities under its management.
ALCOHOL	No alcohol is permitted to be brought into the centre by the hirer's guests, players, members, staff and visitors during the period of Hire, unless agreed to by Belgravia Leisure. A request to serve alcohol must be approved by City of Belmont; a request must be submitted to the City of Belmont and subsequently approved.
CATERING	Belmont Oasis Café reserves the exclusive catering rights for the centre. Permission may only be granted by centre management. If approved, all food must be prepared & transported within the Health (food hygiene) regulations 1993.
FORCE MAJEURE	Belgravia Leisure shall be relieved from all liability in respect of any breach of its obligations under this agreement should such breach be caused, directly or indirectly, by an event of Force Majeure. "Force Majeure" shall mean any act, matter or thing whatsoever not within the reasonable control of Belgravia Leisure and which adversely affects the capacity of Belgravia Leisure to perform its obligations hereunder or wholly prevents the performance of the same.
HEAT POLICY	Belmont Oasis has an Extreme Heat Policy wherein bookings can be changed or cancelled at the discretion of Belmont Oasis staff.
MAJOR EMERGENCY EVACUATION POINT	Belmont Oasis Leisure Centre is the main evacuation point for any major emergencies in the City of Belmont. In the case of a major emergency/natural disaster during your booking, the emergency will take precedence and your booking will be cancelled. Appropriate compensation will be given.
PARKING MANAGEMENT TEAM	Belmont Oasis Leisure Centre requires a parking management team during all major bookings that attract large numbers to ensure all patrons are parking in allocated bays. Centre management will inform each booking if this process is required.
APPLICATION FOR BOOKING	Please note this is only an application to hire the facilities at Belmont Oasis Leisure Centre and confirmation will be made by the Centre or Sports Manager. Centre Management reserves the right to decline any booking application.
BOOKING SET UP AND PACK AWAY	Please note that ALL bookings include the time required to set up and pack away relevant equipment pertaining to your booking.