

Application for Hire of Facility

Sporting & Cultural Centre
 Victoria Oval
 Carter Oval

Official Use Only			
CM Check		Date	
Deposit Paid	\$	Fee Paid	\$
Date Paid		Date Paid	
Receipt No.		Receipt No.	
Officer		Officer	

This application must be accompanied by the scheduled fee. All sections must be filled out.

1. Hirer Details (The hirer is the person(s) who will be held responsible for ensuring conditions of hire are complied with)

Hirer Name(s):
(Full Name of Person(s) Hiring Facility)

Address:
(Street Address)

(Town) (State) (Post Code)

Telephone: Organisation:
(Daytime Number) (Organisation or Group Hirer Represents)

2. Hire Details

Hire Date(s): Hire Time(s):

Facility:

Victoria Park

- Main Oval
- Outer Oval 1 (Netball Area)
- Outer Oval 2 (Mod RL)
- Outer Oval 3 (Jnr Cricket)
- Flood Lights
- Other - Please state:

Sporting & Cultural Centre

- Entire Complex
- Kitchen
- Coolroom
- Community Room
- Sports Hall
- BBQ Area
- Grd Flr Carpeted Area
- 1st Flr Mezzanine Area
- Toilets
- Change Rooms
- Other - Please state:

Carter Oval

- Whole Facility
- Flood Lights
- Oval Only
- Other - Please state:

Event Description

Event:
(Name or Description of Event)

Special Requests or Instructions:

3. Agreement

I have read and understood the conditions of hire (detailed overleaf) and agree to abide by those conditions.

Hirer Signature(s) (1): (2): (3):
 Date:

REFER TO CONDITIONS OVERLEAF

Conditions of Hire

- 1 *Booking of all facilities are to be undertaken through the Centre Manager (Phone: 6847 6670).*
 - 2 *The hire of the facility is subject to the payment of the deposit & hire fee as listed in Council's schedule of fees.*
 - 3 *Bookings will not be confirmed until the deposit has been paid. Deposit must be paid within 3 days of initial booking with Centre Manager.*
 - 4 *A cancellation fee as listed in Council's schedule of fees will apply if booking cancelled within two (2) weeks of date of function.*
 - 5 *Booking dates and times are to be strictly adhered to. If any variation is required, contact should be made with the Centre Manager.*
 - 6 *Bookings should also include sufficient time for the set up and dismantling of the function or event.*
 - 7 *All exits are to be kept clear and unlocked at all times.*
 - 8 *Alcoholic beverages are not to be sold unless prior consent from the NSW Police is obtained. A copy of the required liquor licence is to be provided to the Centre Manager before the function or event.*
 - 9 *Any damage caused to floors, buildings, furniture, fittings, surrounds, equipment etc., except for normal wear and tear, must be reported to the Centre Manager at the earliest opportunity following the hire. Where the damage is considered by Council to be as a result of negligence or of any user or as a result of not complying with the conditions of hire this will result in the immediate forfeiture of the security deposit PLUS costs for any restoration.*
 - 10 *All users of the facility are to be supervised by the hirer, who will be responsible for the good conduct and preservation of order.*
 - 11 *The behaviour of all persons using or visiting facility during the period of hire/use is the responsibility of the hirer/user.*
 - 12 *The person or organisation hiring/using the facility is responsible for the security of the facility from the time that is opened (or the Centre Manager hands over responsibility), to the time that it is closed.*
 - 13 *All buildings and facilities are to be made secure once the function or event has concluded. All taps, lights, air conditioning, and other electrical and gas facilities/equipment are to be turned off. Any security device present is to be armed. NB. The COOLROOM and FREEZER BOX power points remain ON AT ALL TIMES. Leave all aspects of the Centre as they are found.*
 - 14 *No materials, tables, chairs or other equipment is to be used by any users of the facility during the hire unless there has been prior arrangement and agreement with Council.*
 - 15 *Any materials, tables, chairs or other equipment used by any of the users during the hire are to be returned and left in a clean and tidy manner in the storage area where they were taken from.*
 - 16 *Following the completion of a function or event, facilities are to be left in a clean condition.*
 - 17 *A cleaning charge is included in the hiring fee and this reflects the cost to clean the facility if left in a reasonable condition. More extensive cleaning will be at the hirer's cost and will be deducted from any security deposit.*
 - 18 *It is the hirer's responsibility to clean and service all toilet and shower facilities used during the hire period of the facilities. Council will provide, free of charge, all toilet consumables.*
 - 19 *The hirer must provide sufficient labour during and after the hire period to remove and pick up containers and any rubbish resulting from the hire.*
 - 20 *All keys are to be returned to the Council Offices on the next working day following the event unless prior arrangement has been made with the Centre Manager.*
 - 21 *Council will not be responsible or be liable in the case of loss or damage to private property of person using the facility.*
 - 21 *Council officers and the Centre Manager reserves the right to entry to a function or event at any time to ensure compliance with the regulations.*
 - 22 *The hirer agrees to comply with all directions by the Centre Manager or any other authorised Council Officer in the operations and use of the facilities.*
 - 23 *All keys are to be returned as soon as practical after the completion of the function or event.*
 - 24 *Requirements for fitness training classes are:-*
 - *Applicant must hold a current senior first aid certificate;*
 - *Council will require evidence of a current public liability insurance policy to the minimum value of \$10 million;*
 - *Council will require evidence of qualifications or experience relevant to the type of class being planned.*
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