

Noel White Centre Booking Form



ALL BOOKINGS REQUIRE SEVEN WORKING DAYS NOTICE
BOOKINGS ARE NOT CONFIRMED UNTIL ADVISED BY BOOKING OFFICER

APPLICANT DETAILS

Organisation Name:

Contact Name:

Contact Number:

Email:

Postal Address:

BOOKING DETAILS

Commercial Community Internal

Type of Activity:

Estimated Attendance:

| Facility | Date From | Date To | Start Time | Finish Time |
|---------------|-----------|---------|------------|-------------|
| Meeting Room | | | | |
| Function Room | | | | |
| Office | | | | |
| Other _____ | | | | |

Dates to be Excluded from Booking:

Booking Requirement:

Daily Weekly School Term Once Off Quarterly

Will your booking continue through the school holidays? Yes No

Will the booking continue on public holidays? (The centre's hours are effected by public holidays) Yes No

Additional Equipment: (Subject to availability)

Whiteboard

Television

Chairs - amount _____

Tables - amount _____

BILLING DETAILS

Invoice Required Pay on the Day

Invoice Addressed to:

Addressee:

TERMS AND CONDITIONS

Bookings

All applications must be made on the General Booking Form and all applicants must be aged 18 years or over. The Shire of Esperance (SOE) reserves the right to cancel any booking for Council business or due to unforeseen circumstances. Bookings are not confirmed until a confirmation email is sent for the booking officer.

Payment

All fees and charges are in accordance with current SOE schedule of fees and charges. Bookings will be invoiced monthly and settlement is required within 30 days of invoice, schools are invoiced per term. If payment is not received SOE has the right to decline entry until payment is made. Casual bookings are to be paid in advance or on the day of hire. If payment is not received the SOE has the right to decline entry until payment is received.

Cancellation of Booking

If cancellation is required, a request in writing needs to be forward to SportsComplex@esperance.wa.gov.au seven (7) working days prior to booking date. A cancellation without appropriate notice will incur an administration fee. Repeated lack of attendance will result in reallocation of space hired. Please note that it is your responsibility to inform participants of your club/groups cancellation.

Hire - Rooms

Any equipment that is hired by you must remain in the room at the end of your booking. Any equipment that is removed from the facility and/or damaged in any way due to user error will be charged at current replacement/repair value. Music, entertainment, decoration or signage must be approved by Management prior to your booking.

SOE Reserves the Right to:

Refuse an application for hire without assigning any reason for refusal. Cancel and/or amend a booking at its discretion. Notice of cancellation/amendment would be given at the earliest possible date and the hire charge refunded in the event of cancellation.

Shire of Esperance (SOE) Responsibilities:

The SOE will take reasonable care and precaution to ensure all utilities, services and equipment are in working order, except responsibilities for breakdowns beyond the SOE control. The SOE will not accept liability to any damage, theft or loss of items belonging to or the responsibility of the hirer. The SOE reserves the right to terminate bookings at any time due to a breach of the terms and conditions of hire or the Code of Conduct. The SOE accepts no responsibility for the loss of personal property. Unclaimed lost property will be donated to a charitable organization after three (3) months.

Hirers Responsibilities:

The hirer will ensure that all coaches and instructional staff possess the appropriate approved industry standard or equivalent qualifications and Certificate of Currency. All copies must accompany this booking form for approval by management.

The Noel White Centre must be locked and armed at the end of the booking. In any instance MCM Security is called to the Premises due to the building not being armed, the security fee will be passed onto the Hirer.

Indemnification:

Upon acceptance of the hiring, the hirer is responsible for all claims for which the hirer is deemed negligent in respect of any loss, damage, death or injury caused by or arising out of the hiring of the venue, the property of the Shire of Esperance during all periods when such a venue is on hire to the hirer. Shire of Esperance reserves the right to withdraw its permission for the use of its facilities at any time.

DECLARATION

I have read, understood and agreed to the Terms & Conditions of Hire stated above.

Signature

Must be 18 years or over - ID may be required

Date:

OFFICE USE ONLY

Received by: (Name & Date)

Booking Number:

To be completed and returned to the Stadium Officer via:

Post: Shire of Esperance, PO Box 507, Esperance, 6450

Phone: 9083 1711

Email: sportscomplex@esperance.wa.gov.au

Or

In person at the Bay of Isles Leisure Centre