

Sporting Complex Hire Form



ALL BOOKINGS REQUIRE ONE WEEK'S NOTICE

APPLICANT DETAILS

Organisation Name:

ABN:

Contact Name:

Contact Number:

Email:

Postal Address:

BOOKING DETAILS

Esperance Indoor Stadium

- ☐ Court 1 ☐ Court 4
☐ Court 2 ☐ Foyer
☐ Court 3

Graham "Macka" MacKenzie Stadium

- ☐ Court 5 ☐ Court 7
☐ Court 6

Court/s	Date From	Date To	Start Time	Finish Time
Court 1				
Court 2				
Court 3				
Court 4				
Court 5				
Court 6				
Court 7				

Dates to be Excluded from Booking:

Type of Activity:

Number of Attendees:

Will Food be Provided: ☐ Yes ☐ No If yes, please provide details:

Will Alcohol be Present: ☐ Yes ☐ No If yes, please provide details:

- ☐ Selling
☐ Supplying
☐ BYO

Please provide a copy of your liquor licence.

Do you or your organisation currently hold public liability insurance:

- ☐ Yes (please provide a current copy)
☐ No (you must obtain liability insurance to the value of \$20 million. Exceptions can be applied for through the Stadium Officer)

Please State any Equipment you will be Bringing Into the Facility:

Other Facilities or Comments:

DECLARATION

I agree to comply with all provisions of the Shire of Esperance Local Government Property Local Law and other written laws pertaining to the proposed use, including any condition which may be imposed on the permit of hire requiring me to indemnify the local government in respect of any injury to any person or any damages to any property which may occur in connection with the hire of local government property.

BOOKINGS ARE NOT CONFIRMED UNTIL ADVISED BY BOOKING OFFICER

Signature

Must be 18 years or over - ID may be required

Date

OFFICE USE ONLY

Taken by: (Name & Date)

Booking Number:

Invoiced:

Signature

Employee

Date

TERMS AND CONDITIONS OF HIRE:

1. Bookings must run strictly to time to avoid impact to other users, your cooperation is appreciated.
2. All equipment and rubbish is to be removed from the facility immediately after the event by your representatives. Failure to comply will result in the appropriate cleaning fee being charged.
3. **Stadiums must be locked and armed (EIS) at end of booking. In any instance MCM Security is called out to the facility due to the building not being armed correctly, the security fee will be passed onto the Hirer.**
4. At the expiration of the hiring to take all things which may have been brought into the hired premises and to replace all previously placed equipment in its correct position.
5. The hirer agrees to comply with any lawful directions which may be given by the SOE and that the SOE reserves the right to grant or refuse hire applications, or cancel a booking and return the deposit as it thinks fit and shall be the final authority in this respect.
6. The hirer agrees to indemnify the SOE against any claim, loss or expense which may be made or arise as a result of the use of the hired premises.
7. **Working with Children Check (WWCC)** it is a requirement any person engaged in paid or unpaid work with children, obtains a WWCC. Work is child-related work if the usual duties of work involve or are likely to involve, contact with a child in connection to coaching or private tuition service of any kind and or a club/association/movement with a significant membership/involvement of children, but not including an informal arrangement entered into for private/domestic purposes. It is your responsibility to comply with this requirement and ensure all relevant coaching staff hold a current and valid WWCC.
8. **Community hire groups/clubs are required to provide a copy of their \$20 Million Public Liability with their completed and signed Casual Bookings form.**
Note: It is your responsibility to ensure all coaching staff/officials hold relevant qualifications applicable. We reserve the right to request copies of these qualifications if required.
9. That it is an express condition of this Contract of Hire that the SOE shall not accept liability for any damage, illness or injury caused or found to be caused to any person or property as a result of our acts or omissions, or our guests or invitees or persons under our control.
10. The Esperance Indoor Stadium is a completely **"Non-Smoking"** venue and this must be strictly adhered to by all hirers.
11. **Patrons under the age of 18 must be supervised by an adult. Booking will be immediately cancelled and access removed if it is found an over 18 is not present. Failure to comply with this will result in the hirer being denied future bookings to the sporting complexes.**
12. That the Hirer, their guests or invitees, or persons under their control, are aware of, or will acquaint themselves immediately upon arrival, **with the location and content of the emergency procedures notices erected within the premises.**
13. **Cancellations —any changes to a confirmed casual booking by either party will require 48hrs notice in writing.** If less than 48 hrs notice is provided, a full refund may not be granted. Casual bookings giving more than 48hrs notice, a full refund will be given minus \$20 administration fee. Changes to confirmed regular/seasonal contracts will require 7 days' notice in writing. If less than 7 days' notice is provided, full hire fees will be charged.

DECLARATION

I have read and understood the above Terms and Conditions for hire provided to me and agree to abide by these terms and conditions, relevant to the hire of the facility.

Signature

Date

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

BOIL-01

