Booking Form

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| --- | --- |
| ORGANISATION:  | Click or tap here to enter text. |
| CONTACT PERSON: | Click or tap here to enter text. |
| ADDRESS: | Click or tap here to enter text. |
| PHONE: | Click or tap here to enter text. |
| EMAIL: | Click or tap here to enter text. |
| CONTACT PERSON ON DAY (If different to above): | Click or tap here to enter text. |
| ORGANISATION ABN: | Click or tap here to enter text. |
| INVOICE DETAILS (If different from above): | Click or tap here to enter text. |

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| --- | --- | --- | --- | --- | --- |
| **Date** | Click or tap to enter a date. | **Start Time**(include set up time) | Click or tap here to enter text. | **Finish Time**(include pack up time) | Click or tap here to enter text. |
| **Frequency**  | Click or tap here to enter text. |
| **Booking Type**

|  |  |
| --- | --- |
| **Activity** | Click or tap here to enter text. |

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| **Please tick**(Preference Only)  | **Indoor Court 1** | [ ]  | **Indoor Court 4** |[ ]  **Upper Function Room** |[ ]
|  | **Indoor Court 2** |[ ]  **Outdoor Court 5** |[ ]  **Lower Function Room**  |[ ]
|  | **Indoor Court 3** |[ ]  **Boardroom** |[ ]  **Creche** |[ ]
| **Fees & Charges 2025-26 –**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Court Hire** | **$69 Per hour** | **Upper Function Room** | **$75 Per hour** |
| **Badminton Court Hire** | **$32 Per hour** | **Lower Function Room** | **$72 Per hour** |
| **Volleyball Court Hire** | **$71 Per hour** | **Boardroom** | **$51 Per hour** |

**Number of participants:** |
| **Adults (16+)** | Click or tap here to enter text. | **Children (4-16)** | Click or tap here to enter text. | **Spectators** | Click or tap here to enter text. |
| **Do you require additional equipment?** | Click or tap here to enter text. |
| **ADDITIONAL INFORMATION/ REQUESTS:**Click or tap here to enter text. |
| HIRER NAME:  | Click or tap here to enter text. | SIGNED: | Click or tap here to enter text. | DATE: | Click or tap to enter a date. |

**Please e-mail completed booking form to** loftusbookings@belgravialeisure.com.au

**Telephone** +6 18 9227 6526 **Email** loftusbookings@belgravialeisure.com.au **Address** 99 Loftus Street, Leederville, Western Australia. 6007 Australia **Web** www.loftusrecreationcentre.com.au

**TERMS AND CONDITIONS**

**Belgravia Leisure is the Manager of the Loftus Recreation Centre**

**Bookings and Agreements are made upon and are subject to Venue Conditions of Entry found at front entrance of the courts and the following conditions:**

1. **Terms & Conditions - Bookings and Agreements are made upon and**
2. **s as in Schedule A. Bookings will not be confirmed until a signed Hire Agreement is received.**
3. **Cancellations – In the event a confirmed booking is cancelled (notice of intention to do so must be received in writing by Belgravia Leisure) the following will apply:**
	1. **Less than 30 days’ notice, 10% of the total booking amount is payable**
	2. **Less than 14 days’ notice, 50% of the total booking amount is payable**
	3. **Less than 24 hours’ notice,100% of the total booking amount is payable**
	4. **The Venue reserves the right to cancel or relocate bookings to alternate suitable areas within the Venue for the purpose of the growth or development of the Venue’s programs or events. Appropriate notice and communication will be provided where possible.**
	5. **For outdoor bookings, in the event of a severe weather warning issued by the Bureau of Meteorology, your booking may be cancelled free of charge**
	6. **Should the event or booking be cancelled outside the control of the Venue, for example, environmental disaster, health or medical crisis or Government-led mandate, Belgravia Leisure are relieved from all liability.**
4. **Nature of Activity (brief description) –** **Refer to Schedule A**
5. **Designated Area of Hire – Refer to Schedule A**
6. **Booking Dates/Days, Time and Duration - You agree to commence your booking and vacate the designated space at the day(s), date(s) and times (start and finish times) confirmed in the Schedule A.** **Failure to do so may result in additional fees.**
7. **Child Safe – Belgravia has zero tolerance of child abuse and is committed to creating and maintaining a child safe and child friendly city where all children are valued and protected from abuse. Belgravia is committed to creating and maintaining a child safe organisation where protecting children from abuse is embedded in the everyday thinking and practice of Belgravia, all employees, contractors and volunteers.**
	1. **All organisations that provide services or facilities for children are required to comply with Child Safe Standards, to ensure that the safety of children is promoted, child abuse is prevented, and allegations of child abuse are properly responded to.**
	2. **As a condition of this agreement the Hirer must ensure that it complies with the requirements as set within the Child Wellbeing and Safety Act 2005, National Child Safe Standards and Reportable Conduct Scheme.**
	3. **The Hirer must immediately notify Belgravia where it becomes aware of a breach of the National Child Safe Standards and ensure that all employees and volunteers who are required to apply for a Working with Children Check’s (WWCC) under the Working with Children Act 2005 (Vic) have done so, before working with children at the service/program/venue.**
8. **Supervision, Public Safety & Security**
	1. **The hirer assumes full responsibility during the period of booking for the supervision, safety and control of all their participants in line with the conditions of entry.**
	2. **The Hirer assumes full responsibility during the period of hire for ensuring that relevant employees and volunteers deemed to require a Working with Children Check or State/Territory based equivalent and National Police Check, have a valid Working with Children or State/Territory based equivalent and National Police Check.**
	3. **Where specialised supervision (e.g. coaches) or qualified first aid officers are required, the hirer must provide Belgravia Leisure with evidence of the qualifications and numbers of staff the Hirer will use.**
	4. **Special arrangements by the venue to provide additional staff for either supervision (e.g. coaches) or security (e.g. door or crowd control) can be provided at an additional cost.** **These requirements and details are in schedule A.**
9. **Admission and Removal of Individuals** – **Hirer or relevant employees must sign in with reception before they are allowed access to their booked facility. Belgravia Leisure may at any time in its absolute discretion refuse admission of any person(s) to the hired venue or direct any person(s) to leave the hired venue**
10. **Fees, Charges and Payment - Hiring fees and charges (including GST) will be quoted prior to processing the booking. Invoice sent separately at the conclusion of the booking (or monthly for ongoing bookings) via email and must be paid within 7 days of the invoice date. Once a booking has been confirmed, you will be given 2 weeks written notice of any fee increases which may occur.**
11. **Release and Indemnity – The Hirer agrees to hire the Designated Area of Hire as stated in Schedule A for the Activity at its own risk and agrees to indemnify Belgravia Leisure, its officers, servants and agents from all claims and demands where the Hirer is proven negligent through its acts or omissions.**
12. **Cleaning - It is the responsibility of the Hirer to ensure any area of the venue which is used during the hire is left in a clean and acceptable standard at the conclusion of the program. If not, a cleaning fee may be charged.** **Events and tournaments will be charged with an outright cleaning fee which will be quoted prior to booking.**
13. **Public Liability Risk Insurance – Hirers shall have a Public Liability Risk Insurance Policy for not less than twenty million dollars ($20,000,000) and must provide a Certificate of Currency on demand at any time prior to confirmation of and at any time during the times of booking, to Belgravia Leisure’s satisfaction.**
14. **Loss or Damage - The Hirer agrees to reimburse Belgravia Leisure for any loss or damage incurred as a direct result of the Activity in the Designated Area of Hire, within the reasonable control of or which would be expected to be in the reasonable control of the Hirer, and in breach of this Hire Agreement, including but not limited to loss or damage to the building or equipment.**
15. **Alcohol & Smoking – No alcohol is permitted to be brought into the Venue by the Hirer’s guests, players, members, staff and visitors during the period of Hire, unless agreed to in writing by Belgravia Leisure. Smoking (including Vape and E-Cigarettes) is not permitted within the Venue or any associated facilities.**
16. **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.**
17. **Emergency procedures – In the event of emergency you and your participants must listen to the instructions provided by Belgravia Leisure staff and follow the emergency procedures in place at the venue.**
	1. **Loftus Recreation Centrehas a range of evacuation points from the centre that are appropriately signed in accordance with AS 2293.3-2005**
	2. **Emergency escape lighting and exit signs for buildings - Emergency escape luminaries’ and exit signs.**
18. **Insurance and Certifications – All organizations hiring the Venue (where applicable) will require to provide the following documentation prior to their booking being confirmed:**
	1. **Public Liability Insurance Certificate of Currency**
19. **Storage – If storage is required and available, Belgravia Leisure will allocate a space within a designated storage bay. All items stored are at the owner’s risk. Belgravia Leisure accepts no responsibility for any loss, theft, or damage to the items stored. Storage areas must be kept clean, tidy, and easily accessible at all times.**
20. **Media - The Licensee must notify Belgravia Leisure in writing and receive approval at least 24 hours prior to any journalist, photographer or any other form of media representative arrives on site. Any of the above must report to reception to sign in as a visitor.**
21. **Sponsorship – Belgravia Leisure will not display any Hirer or sponsor logos at the Venue without prior approval. The Hirer must obtain written approval from Belgravia Leisure before any sponsor signage or promotion is displayed in Licensed Areas for special events and matches. Council will consider all requests and negotiate what is approved, however reserves the right to decline any sponsor or promotional material to be displayed at the Venue.**
22. **Memorabilia - The Hirer must obtain written approval from Belgravia Leisure before any memorabilia or accolades are displayed. Belgravia Leisure will consider all requests and negotiate what is approved, however reserves the right to decline any memorabilia to be displayed at the Venue.**
23. **Catering – Belgravia Leisure hold the rights to all catering at the Venue. Under no circumstances are any products to be sold by the Hirer without written consent.**
24. **Merchandise – Belgravia Leisure holds the rights to all merchandise at the Venue. Sale of Club/Association/Organisation branded merchandise is allowed with prior approval. No other branded merchandise is to be sold without written consent.**
25. **Fundraising – Belgravia Leisure supports the needs of clubs/groups/schools to fundraise. The hirer must notify Belgravia Leisure when you are fundraising and what will be on sale for each fundraising activity.**
26. **Privacy –The Belgravia Leisure Privacy Policy applies to this Agreement and is incorporated by reference as though set out in full. A copy may be inspected at** [**https://belgravialeisure.com.au/privacy-policy/**](https://belgravialeisure.com.au/privacy-policy/)