

APPLICATION FOR HIRE

July 2013 – June 2014

www.activelc.com.au

Please fill in both sides of this form including signature and date

RECEIVED BY	
Name:	
Date:	

Note: This form is an application. It is NOT a booking. Following a successful application, the booking will be confirmed.

1.	Name of Organisation:				
2.	Name of Contact Person:				
3.	Position Held:				
4.	Address: Post Code:				
	Email:		Ph: (h)		(m)
5.	Alternative Contact Name:		Ph: (h)	(w)
6.	Name and Type of event(s)				
7. Please	Date(s) required (attach a list note the centre is closed Good F		•	. Public Holida	ny operating hours may vary.
Date(s) Time	Date(s)	Time	Date(s)	Time
* Inc	luding school holidays Yes	/ No	* Including	Public holi	days Yes / No
8.	•				s refer to room/court identification
SPOF	RTS HALL (Description of ac	tivity)	TENNIS COURTS		SQUASH
F	ull> -		_ 1		1(Exhibition court)
□н	alf >		_ 2		2(Exhibition court)
\Box B	adminton - Number of courts: _		\square 3		□ 3
MAI	N POOL		□ 4		□ 4
\Box L	ane 0 Lane 5				☐ 5
\Box L	ane 1 Lane 6		MULTI-PURPOSE RO	OMS	
	ane 2		☐ Meeting room		Performance Training Facility
\Box L	ane 3		Group Fitness Studio		RPM Room
\Box L	ane 4		Aerobics Room		Crèche

PUBLIC LIABILITY INSURANCE

Current Insurance (attach current policy)

<u>Please note: Active Leisure Centre requires all commercial and community group hirers to have a minimum of \$20 million Public Liability Insurance.</u>

Type of insurance and limit of liability	Company Name	Policy Number	Inception and expiry Dates

Note: A Risk Rating can be applied for in order to reduce the minimum requirement to \$10 million Public Liability Insurance at;

www.insuranceriskadvice.act.gov.au

The results of which must accompany this paperwork in order to have the minimum requirement reduced.

HIRERS CONDITIONS

Booking No.

Entered on Computer

YES / NO

If this application is approved, I the Hirer, undertake to comply with the following conditions;

- ➤ to indemnify and keep indemnified the Australian Capital Territory from any cost, expense or liability arising from this hire,
- > to restrict use of the building/equipment to that specified in this hire of facilities form,
- > to understand and comply with obligations of the Copyright Act 1968,
- > to comply with all reasonable requests made by staff of the Active Leisure Centre,
- > to give 24 hours notice of any 'one off' variations or cancellations,
- ➤ to accept Active Leisure Centre may with adequate notice cancel, modify or relocate any booking of the facility,
- > A \$50.00 per hour cleaning fee will be charged to any hirer whom centre management feels has left an unacceptable mess behind after the hire.

I agree that under no circumstances is smoking or alcohol consumption permitted on Active Leisure Centre premises. Further, I understand that non-compliance with this request could mean immediate termination of the existing booking as well as any future bookings.

PAYMENT ARRANGEMENTS (Please Circle)

Over the Counter	Monthly Invoice							
Please give any relevant details for payment including, address, postal / e-mail address, etc.								
All Permanent bookings are renewable at the end of the financial year. No bookings will be held without a current booking form. HIRER'S SIGNATURE								
Full Name Office Use Only	Signature	Date						

YES / NO

Date:

Confirmed: