

User group:					
Representative:					
Address:					
Phone		Fax		Email	

Hire Details	
Hire Purpose	
Date(s) & Time(s):	
Numbers attending:	

Facility Requirements - see page 3 for Hire Rates	
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Sports Courts	Indoor	<input type="checkbox"/> Court 1 <input type="checkbox"/> Court 2 <input type="checkbox"/> Court 3 <input type="checkbox"/> Court 4		
	Outdoor	Please specify number of courts required (max 12):		
Meeting rooms		<input type="checkbox"/> Club Room 1 <input type="checkbox"/> Meeting Room Seats required no. <input type="checkbox"/> Club Room 2 Equipment: <input type="checkbox"/> Projector <input type="checkbox"/> White Board		
Conferences		<input type="checkbox"/> Please discuss your conference requirements with the facility manager		
Level of activity		<input type="checkbox"/> Recreational	<input type="checkbox"/> Educational	<input type="checkbox"/> Competitive
Activity Type		<input type="checkbox"/> Netball	<input type="checkbox"/> Basketball	<input type="checkbox"/> Soccer
		<input type="checkbox"/> Volleyball	<input type="checkbox"/> Badminton	<input type="checkbox"/> Floorball
		<input type="checkbox"/> Tennis	<input type="checkbox"/> Table Tennis	<input type="checkbox"/> Fitness
		<input type="checkbox"/> Other		
Other Requirements				

Please read & sign the Terms and Conditions on back of this form then email, post or fax to:
 Gippsland Regional Sporting Complex, Wellington Shire Council, PO Box 506, Sale, Victoria 3850
 grsc.kiosk@wellington.vic.gov.au
 Phone: (03) 5142 3550 Fax: (03) 5142 3501

Office Use Only:		
Facility Hire	\$	Copy of the emergency action plan provided to hirer: <input type="checkbox"/> Yes <input type="checkbox"/> No
Equipment Hire	\$	Copy of Public Liability Policy attached: <input type="checkbox"/> Yes <input type="checkbox"/> No
Total Hire Cost	\$	Confirmation to user sent:
Invoice raised		Confirmation method used:
Date paid		Actioning LS Officer:

LEISURE SERVICES - GIPPSLAND REGIONAL SPORTS COMPLEX

FACILITY HIRE/USER AGREEMENT

Bookings:	<p>All Hirers/Users must have completed this "Facility Hire / User Agreement".</p> <p>User Representative must be 18 years or older and be in attendance at all times.</p> <p>User Representative should determine what resources are available and ensure that these are appropriate for their use.</p> <p>Healthy Lifestyles reserves the right to reject or alter any bookings in order to maximise its goals and objectives.</p> <p>It is the Hirers/Users responsibility to ensure they have written booking confirmation and that those details are correct.</p> <p>Relevant medical conditions of participants should be specified and made available to staff if considered necessary.</p> <p>User Representative should provide any other relevant information prior to hire/period of use.</p> <p>Forty-eight (48) hours notice is required for cancellations for the hire fee to be waived.</p> <p>Sub-letting will not be permitted.</p>
Supervision:	<p>The User Representative must ensure behaviour policies and emergency action plans and procedures are understood and followed. This includes, but is not limited to, the facility layout, entry/exits, emergency exits, assembly areas, amenities, first aid rooms, location of accessible phones, medical alerts and duress alarms.</p> <p>The Facility Supervisor will supervise the complex and liaise with the User Representative during the period of use.</p> <p>Activity supervision is NOT provided unless indicated in this agreement.</p> <p>The User Representative must ensure that all reasonable directions given by staff or other authorised Council Officers are obeyed.</p> <p>The facility must be maintained in a safe condition at all times. The User Representative must notify the Facility Supervisor of any risk, hazard, dangerous occurrence or issue relating to safety, be it human, environmental or physical.</p> <p>Any incident(s) requiring first aid must be reported to the Facility Supervisor. Basic First Aid facilities are available.</p> <p>Any Hirer/User and/or other person not complying with or enforcing the provisions of these conditions may be directed to leave the complex by the Facility Supervisor or other authorised Council Officer or be removed by Police.</p> <p>Council takes no responsibility for any users personal property whilst at the facility nor does Council accept any responsibility for any property of any person the Hirer/User allows into the facility. Without limiting the scope of the following indemnity clause, the indemnity from the Hirer/User to the Council shall include such damage to property.</p> <p>Any motor vehicle driven or parked in the confines of the facility is entirely at the owner's risk and no responsibility is accepted by the Council for any theft or damage thereto and without limiting the scope of the following indemnity clause, the indemnity from the Hirer/User to the Council shall include such theft or damage.</p>
Set up & clean up:	<p>All activities must finish on time. Clean up time, should it be necessary, must be incorporated into the period of hire.</p> <p>Set up of equipment required by the Hirer/User & clean up must be included in the hire period.</p> <p>A staff member will be on duty during the 'hire period' and will inspect the facility prior to and after the event.</p>
Insurance and Liability:	<p>All Hirers/Users must maintain a public liability policy of insurance for the amount of not less than \$10 million for each and every occurrence, unlimited during the period of use. Hirers must provide Healthy Lifestyles with a copy of a certificate of currency or cover note on the above public liability policy of insurance.</p> <p>The Hirer/User must indemnify Wellington Shire Council from and against all actions, claims, penalties, demands, costs, expenses or damages in any way related to any act or omission of Wellington Healthy Lifestyles or of any person acting on Wellington Healthy Lifestyles behalf in respect to the use of services and facilities.</p>
Expectations of behaviour:	<p>Smoking is not permitted at any Wellington Shire Council facility (including car parks).</p> <p>Alcohol is not permitted (including car parks).</p> <p>Staff may refuse entry to any person(s), if in the opinion of the staff member, such person(s) are under the influence of alcohol or drugs. Staff may direct any person(s) to leave the facility, if in the opinion of the staff member, such person(s) are under the influence of alcohol or drugs.</p> <p>Equipment must be maintained in good condition. Replacement of equipment damaged through misuse will be the responsibility of the User/Hirer.</p> <p>The facility encourages access to all groups. Any individual or group, which through their behaviour limits the enjoyment of other users, will be asked to leave the facility.</p> <p>Animals (with the exception of registered guide dogs) are not to enter the facility.</p>
Payment:	<p>Payment for hire must be made following receipt of confirmation and prior to the hire or at any other time as agreed by Healthy Lifestyles Management. Where the hirer is invoiced payment is required within 14 days of account being issued. If an event runs for longer than the period of hire, payment must be made on the day or within 7 business days. The User Representative should advise the Facility Supervisor as soon as they are aware that the hire period is likely to be extended.</p>
Cleaning:	<p>All Hire/User groups are responsible for assisting in maintaining a clean and tidy facility.</p> <p>Staff should be notified in the event that any cleaning is required. All foodstuffs are to be removed.</p> <p>All equipment must be cleaned if necessary and returned to its storage area.</p> <p>Outdoor Rubbish bins will be emptied by staff. Any additional rubbish must be disposed of by the Hirer/User using the provided dumpster.</p> <p>Any area left in an unacceptable condition or if any deficiencies in clean up or damage are found, the User Representative will be advised by phone and/or emailed within 48 hours. Contract cleaners (or like) will be employed and the hirer will incur all costs associated with this.</p>
Marketing & Fundraising:	<p>Healthy Lifestyles Management must approve all promotional and fundraising activities relating to the hire.</p> <p>The sale of items must be done by agreement. Items include the sale of food and merchandise.</p> <p>The sale of certain items (e.g. food) must be done in accordance with any applicable (local) law. The sale of items by the Hirer/User groups to act as fundraising is acceptable if advice is given to Healthy Lifestyles Management prior to the sale of such items.</p> <p>Wellington Healthy Lifestyles may provide generic information to all on its services and programs.</p>
Disclaimer:	<p><i>I, the undersigned, approve of the above application on behalf of the user/hirer, and in doing so agree that Wellington Shire Council Healthy Lifestyle's and it's officers, staff, contractors and agents shall be released from, and not incur, any responsibility or liability whatsoever for any accidents or injuries, or for any damage to or loss of property to the hirer or persons associated with the hirer. I further authorise you to obtain medical, and/or ambulance assistance in the case of an accident or emergency involving the hirer or persons associated with the hirer and I agree that the hirer or persons associated with the hirer will bear all costs thereby incurred.</i></p>
Signed by Hirer/User:	Date:

LEISURE SERVICES - GIPPSLAND REGIONAL SPORTS COMPLEX
FACILITY HIRE/USER AGREEMENT

HIRE RATES

INDOOR	Hourly rate
Court Hire – Day Rate	Based on number of hours hired x hourly rate
Four Court – Day Rate	Based on number of hours hired x hourly rate up to a maximum of 8 hours
Basketball Court – Single	48.00 peak hours 5:30pm-8:00pm 35.40 off peak hours
Meeting Room	4.50
Club Room (half)	13.00
Club Room (full)	26.00
OUTDOOR	Hourly rate
Outdoor court with lights (hire capped at 6 courts)	10.10
Outdoor court without lights (hire capped at 6 courts)	4.80
Single court school netball use (school hours)	3.20