

# BOOKING REQUEST FORM FOR USE OF THE UWA WATERSPORTS COMPLEX / UWA BOAT SHED



The University of Western Australia,  
Sport & Recreation Association.  
M412, 35 Stirling Highway, Crawley, WA, 6009  
Telephone: (08) 6488 3077 Fax: (08) 6488 4725  
Email: [bpage@sport.uwa.edu.au](mailto:bpage@sport.uwa.edu.au)  
Web: [www.sport.uwa.edu.au](http://www.sport.uwa.edu.au)  
Booking inquiries: Mon – Fri 10am – 2pm

<b>OFFICE USE ONLY</b>		<b>Rental Number:</b> _____
Hire Approved: (please circle)		<b>Bond:</b> _____
Yes	No	<b>Rental Payment:</b> _____
Signed: _____		<b>Liquor Permit:</b> _____
		<b>Floor Plan:</b> _____
		<b>Function Supervisor:</b> _____
Communication: _____		
_____		

## TO BE COMPLETED IN CONJUNCTION WITH UWA SPORT FUNCTION HIRE- TERMS & CONDITONS

**PRIMARY DATE:** Day: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / 20 \_\_\_\_\_

**SECONDARY DATE:** Day: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / 20 \_\_\_\_\_

**TIME OF EVENT:**

Note: UWA Sport requires 1 hr prior to the function to set tables/ chairs/ other required items/ service & 1 hour post function to pack away tables/ chairs/ other required items/ service. This time is charged as booking time.

**Office use only- UWA SPORT SET UP TIME REQUIRED:** \_\_\_\_\_

**SET-UP** FROM \_\_\_\_\_ am/pm TO \_\_\_\_\_ am/pm (For your preparation, caterers, deliveries ect.)

**EVENT** FROM \_\_\_\_\_ am/pm TO \_\_\_\_\_ am/pm (GUESTS ARRIVE @ \_\_\_\_\_ )

**PACK-DOWN** FROM \_\_\_\_\_ am/pm TO \_\_\_\_\_ am/pm (EXCEEDING BOOKED TIME WILL BE CHARGED)

**Office use only- UWA SPORT PACK DOWN TIME REQUIRED:** \_\_\_\_\_

**FACILITY REQUIRED: (PLEASE TICK OPTION)**

- UWA WATERSPORTS COMPLEX BOARD ROOM (maximum 12 people)
- UWA WATERSPORTS COMPLEX MAIN FUNCTION ROOM (FULL ROOM) (Maximum 150 people standing; 75 sitting)
- UWA WATERSPORTS COMPLEX MAIN FUNCTION ROOM NORTH (HALF ROOM) (Maximum 75 standing; 37 sitting)
- UWA WATERSPORTS COMPLEX MAIN FUNCTION ROOM SOUTH (HALF ROOM) (Maximum 75 standing; 37 sitting)
- UWA BOAT SHED MAIN FUNCTION ROOM (FULL ROOM) (Maximum 90 standing : 40 sitting)

**UWA SPORTS MEMBERSHIP NO/ CLUB/SOCIETY/DEPARTMENT APPLYING:** \_\_\_\_\_

A valid UWA Sports Membership is required for application to hire the UWA Boat Shed due to Liquor Licensing. Please download form from <http://www.sport.uwa.edu.au/membership>

**FUNCTION CONTACT INFO:**

**SURNAME:** \_\_\_\_\_

**FIRST NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

Post Code: \_\_\_\_\_

**NAME & ADDRESS FOR BOND TO BE RETURNED TO:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MOBILE PHONE:** \_\_\_\_\_ **WORK:** \_\_\_\_\_

**EMAIL ADDRESS FOR ALL CORRESPONDENCE:** \_\_\_\_\_

\_\_\_\_\_

**FUNCTION TITLE:**

**TYPE OF BOOKING / FUNCTION:**

- MEETING
- WORKSHOP
- SEMINAR
- BIRTHDAY PARTY - AGE: \_\_\_\_\_
- COCKTAIL PARTY – NATURE OF EVENT: \_\_\_\_\_
- ENGAGEMENT PARTY
- OTHER \_\_\_\_\_

ESTIMATED NUMBER OF GUESTS: \_\_\_\_\_

BAR REQUIRED: (PLEASE TICK OPTION)

- Boatshed Bar** (UWA SPORTS BAR STAFF MUST BE USED \$30 p/h)  
 **Watersports BYO** (SELF-SERVICE) liquor permit required **1 month prior** download at: <http://www.sport.uwa.edu.au/watersports>  
 **No Alcohol being served**

WILL THERE BE A CHARGE FOR ADMITTANCE? YES  NO  IF YES, \$

WILL THERE BE SELLING OF ALCOHOL? YES  NO

CATERING DETAILS: (FOR RECOMMENDED CATERERS/ SUPPLIERS PLEASE VISIT <http://www.sport.uwa.edu.au/watersports>)

COMPANY NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

BUMP IN TIME: \_\_\_\_\_ BUMP OUT TIME: \_\_\_\_\_

TIME FOOD BEING SERVED AT: \_\_\_\_\_ & \_\_\_\_\_

EXTERNAL SUPPLIERS: MUSIC / DECORATORS / HIRE EQUIPMENT / AUDIO VISUAL

COMPANY NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

BUMP IN TIME: \_\_\_\_\_ BUMP OUT TIME: \_\_\_\_\_

SETUP: **(Completed by UWA Sports Staff & charged within set-up & pack-down time of event)**

- TABLES – 4 foot Round Seats 6 (Quantity) \_\_\_\_\_ (WATERSPORTS 9 available; BOATSHED 6 available)  
 TABLES – 1.8m Trestle (Quantity) \_\_\_\_\_ (WATERSPORTS: 7 available; BOATSHED 3 available)  
 CHAIRS (Quantity) \_\_\_\_\_ (WATERSPORTS: 80 available BOATSHED: 35 available)  
 MICROPHONE  MICROPHONE STAND  SOUND SYSTEM (WATERSPORTS & BOATSHED)  
 DATA PROJECTOR (WATERSPORTS & BOATSHED \$75.00)  
 PULL-UP SCREEN (WATERSPORTS & BOATSHED)  
 WHITEBOARD (**BOATSHEAD & WATERSPORTS**)  
 MOBILE LCD SCREEN / FIXED LCD SCREEN- SOUTH ROOM ONLY (WATERSPORTS ONLY MOBILE: \$100; FIXED \$150)  
 LECTURN (WATERSPORTS ONLY)

OTHER REQUIREMENTS \_\_\_\_\_

- It is a condition of hire that a UWA Sports staff member supervises the function.
- After hours functions incur additional charges: Tues– Thurs 6:30am-8:30am & 5pm-1am; Sat-Sun 8am-1am
- Smoking, naked flames, gas, candles, bbq's and smoke machines are prohibited in and surrounding the UWA Watersports and UWA Boat shed. A breach will result in a fine.
- Function hire is for a maximum of 8 hours. Within this time set up, pack down and clean up must take place. A breach will result in the bond being forfeit.

I acknowledge the UWA SPORT TERMS & CONDITIONS above & on the following page & AGREE TO ABIDE BY THEM:

Signature of hirer: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE RETURN THIS FORM TO UWA SPORTS ASAP:

- **Attention:** Bookings Officer; **Fax:** 6488 4725; **Mail:** UWA Sport & Recreation Ass. M412, 35 Stirling Highway, Crawley, WA 6009
- **Email:** [bpage@sport.uwa.edu.au](mailto:bpage@sport.uwa.edu.au)

NOTE- THIS IS A BOOKING REQUEST FORM. THE BOOKING IS NOT CONFIRMED UNTIL:

- This application is completed & approved by UWA Sports; Payment is completed; Required forms i.e. Liquor permit is completed

ANY FURTHER QUESTIONS:

- Phone: 6488 3077 (Monday – Friday 9am – 12 noon); Email: [bpage@sport.uwa.edu.au](mailto:bpage@sport.uwa.edu.au)

ALL VENUE VISITS BY APPOINTMENT ONLY

- Monday – Friday 10am – 2pm.

PAYMENTS

- Upon receiving this form the booking officer will notify you if the function has been approved. If approved a Tax Invoice/ Rental Contract will be emailed to you.
- Payments are made over the phone, via credit card, (VISA & MASTERCARD) or in person for (BANK CARDS).

## UWA WATERSPORTS COMPLEX & UWA BOAT SHED FUNCTION - TERMS & CONDITIONS

UWA Sport thanks you for your interest in hiring our venues. In an endeavor to provide excellent facilities for you & others, it is a requirement of the hire that the following conditions are met. A fee of \$90 will be charged for any breach of the following terms & conditions of hire. All bookings are to be made on the official application form and all changes must be made in writing by the hirer.

### BOOKING CONDITIONS:

1. Function hire rates are indicative of an 8-hour function period including set-up, pack-down and clean up time. Functions exceeding the booked time period will incur a fee.
2. The Sports Association reserves the right to alter any booking. The hire rate charged will be that of the time of the event and not necessarily the fee quoted at time of booking.
3. AFTER HOURS (MON- THURS 6:30AM-8:30AM & 5PM-1AM; SAT-SUN 8AM-1AM) FUNCTIONS WILL INCLUDE A STAFF CHARGE FOR \$30 P/H.
4. A booking is not confirmed until a written confirmation (a UWA Sports Rental Contract/ Tax Invoice) is received by the HIRER; the hirer has paid for the total rental; and UWA Sport and Recreation has received the relevant paperwork i.e. the liquor permit.
5. Weddings and 21<sup>st</sup> Birthday Parties are not permitted at the UWA Watersports Complex and Boatshed. If misleading information is given regarding the nature of a function, UWA Sport has the right to cancel the function & retain the bond.
6. ONE MONTHS NOTICE IN WRITTING must be given for the cancellation of a booking, or a fee will be incurred.
7. The booking time is inclusive of set-up and pack-down time.

### BOND & RENTAL PAYMENT:

8. A \$500 bond is payable for any HIRER of a Clubroom facility, this bond is required 21 DAYS PRIOR to the booking.
9. The total Rental payment must be paid 21 days prior to the booking.
10. Bond will cover any additional cleaning, damage or failure to return the venue to its original state, up to \$500.
11. The HIRER will pay for any extra damage or cleaning caused by the booking that exceeds \$500. Once the total amount is known the HIRER will be invoiced.
12. Cancellation of a paid booking requires 21 days notice. If 21 days notice is provided 50% of the bond is refunded. If 21 days notice is not provided 100% of the bond is withheld.

### CONDUCT:

13. The use of naked flames, candles & gas equipment and cooking, bbq's and smoke machines are strictly prohibited.
14. The venue & its surrounding perimeter is a NON-SMOKING AREA.
15. The HIRER will indemnify UWA Sport and Recreation and the University of Western Australia against all claims, losses, actions, damages, costs and expenses whatsoever, including for personal injury, or death, or damage to any property, to the extent arising from the use of the facility and any equipment during the hiring, or caused directly or indirectly by any act or omission of the HIRER or any other person or by the HIRERS failure to comply with these terms.
16. The HIRER is solely responsible for the conduct of all persons at the facility during the hire period.
17. Where requested by UWA Sport and UWA Security the hirer will provide security guards to supervise the function.
18. The HIRER agrees to abide by any rules or laws that are applicable where sound is involved.

### CLEANING:

19. The hirer is responsible for ensuring the center is left in a clean & tidy condition
20. Cleaning is to be completed directly after the function. Users pay for the cleaning time as part of their booking time.
21. Remove bottles, cans, food scraps and all other rubbish from all areas and place in the mobile garbage bin kept outside the building.
22. The kitchen & bar is to be left in a clean & tidy state. All surfaces and floors are to be wiped clean and bins emptied.
23. Please provide your own cleaning equipment & bin liners.

### SET UP:

24. The time required for set-up, packing away and cleaning must be booked and paid.
25. The use of blue-tack, sticky tape, tacks, nails & staples is strictly prohibited. Decorations are permitted provided they do not damage walls, lights, floors or ceiling and are removed concluding the event. Balloons must be removed after the event.
26. Equipment and decorations must be discussed with complex management prior to the function date.

### UWA SPORT RESERVES THE RIGHT TO:

27. Refuse an application for hire
28. Cancel a booking at any time
29. Retain a bond to cover additional cleaning, time penalties, staff costs or damage resulting from hire.
30. Take no responsibility for any goods or equipment left in the venue.

### LIQUOR CONDITIONS

31. UWA Sport encourages the Responsible Service of Alcohol in its function rooms.
32. A liquor permit is required 1 month prior to the scheduled booking for BYO service in the UWA WATERSPORTS COMPLEX ONLY. Alcohol consumption is permitted in the MAIN FUNCTION ROOM & BALCONY OVERLOOKING THE WATER. No alcohol is permitted to be taken out the front of or around the side of the venue.
33. Alcohol service in the UWA BOATSHED is restricted to the UWA Bar & its goods, prices & staff. No exception is permitted. Alcohol consumption is permitted inside the Boat shed and on the balcony overlooking the water. No alcohol consumption is permitted past the front door of the Boat shed.
34. A charge for admittance with alcohol service will require an Occasional Liquor Permit from The Department of Gaming & Racing.
35. Any function or booking that will involve alcohol will require permit(s) submitted to UWA Sport one month before the booking date. Failure to do so will result in the booking being cancelled.

### SECURITY:

36. Lapses in security leading to a call-out by security staff will incur a charge at \$90 on each occurrence.
37. If you fail to vacate the premises at your scheduled time, you will incur additional costs for booking time, staff & security.

### FURTHER CONDITIONS:

1. The HIRER shall not use the UWA Sport and Recreation logo or any other logo associated with UWA and Recreation or UWA without written consent from the UWA Sport and Recreation Association and UWA.
2. These conditions and any further Terms are governed by and are to be interpreted in accordance with the laws and by mutual consent to be subject to the jurisdiction of the Courts in the State of Western Australia and The "Applicant" agrees to pay any expenses, costs or disbursements incurred.

**I have read the UWA SPORT TERMS & CONDITIONS & AGREE TO ABIDE BY THE ABOVE:**

Signature of hirer: \_\_\_\_\_ Date: \_\_\_\_\_