



## UWA SPORT CRAWLEY VENUES

CLUB / SOCIETY / PERSON APPLYING: \_\_\_\_\_

PERSON IN CHARGE DURING THE EVENT: \_\_\_\_\_

### INVOICE ADDRESS

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

CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

### NATURE OF EVENT

TRAINING     COMPETITION     SPECIAL EVENT     ACADEMIC CLASS     OTHER: PLEASE SPECIFY \_\_\_\_\_

APPROX. NUMBER OF PARTICIPANTS \_\_\_\_\_ SPECTATORS \_\_\_\_\_

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

### TICK THE FACILITIES REQUIRED

- BASKETBALL COURT      NUMBER OF COURTS \_\_\_\_\_
- VOLLEYBALL COURT      NUMBER OF COURTS \_\_\_\_\_
- BADMINTON COURT      NUMBER OF COURTS \_\_\_\_\_
- SQUASH COURT      NUMBER OF COURTS \_\_\_\_\_
- TENNIS COURT      NUMBER OF COURTS \_\_\_\_\_
- NETBALL COURT      NUMBER OF COURTS \_\_\_\_\_
- GROUP FITNESS ROOM     MEETING ROOM     RILEY OVAL     JAMES OVAL     JAMES OVAL TURF WICKET     CRICKET NETS

### DO YOU REQUIRE ANY EQUIPMENT?

- BASKETBALL     VOLLEYBALL     BADMINTON RACQUETS     SHUTTLECOCKS     SQUASH RACQUETS     SQUASH BALLS     TENNIS RACQUETS
- TENNIS BALLS     NETBALL     SOCCER GOALS     OTHER: PLEASE SPECIFY \_\_\_\_\_

### FOR SEASON / TERM / REGULAR BOOKINGS - COMMENCEMENT & CONCLUSION DATES:

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

### ALL BOOKINGS - SPECIFY DAY/S AND TIME/S:

DAY	DATE	Session 1		Session 2 (if required)		Session 3 (if required)	
		START TIME	END TIME	START TIME	END TIME	START TIME	END TIME
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
SUNDAY							

PLEASE NOTE: This form is only a request for a booking. UWA Sport has the right to reject this application. Booking is confirmed when a further rental contract is received back from UWA Sport.

FOR OFFICE USE ONLY RATE \_\_\_\_\_ PAY BY  NV # \_\_\_\_\_  CASH

ENTERED ON COMPUTER  YES. BK. ID NO# \_\_\_\_\_

AUTHORISED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

## Booking Conditions for UWA Sports Facilities

1. A booking is not confirmed until written confirmation is received by the HIRER from UWA Sport. The HIRER may be required to present the written booking confirmation when attending their booking.
2. The HIRER must be over 18 years of age.
3. The HIRER is responsible for set-up and pack-down of equipment and the booking time is inclusive of set-up and pack-down time.
4. The HIRER agrees to return all equipment to its correct storage area at the end of each booking.
5. Payment must normally be made in advance for all single use bookings, or may be invoiced only by prior agreement.
6. Invoices will be provided for UWA Sport affiliated clubs' annual and seasonal bookings. Invoices will only be provided for external bookings if arranged and agreed prior to booking.
7. Invoices must be paid within the timeframe detailed in the invoice document.
8. The HIRER may, at the discretion of UWA Sport Facilities Manager, be required to pay a Facilities Bond, which will be held in respect of any extra cleaning or repairs/ restitution works required after the booking, but which will be fully refundable if no such issues are identified to the HIRER within 24 hours of the booking.
9. The HIRER shall not, without express written consent, use the facility for activities deemed to conflict with the programs and services offered by UWA Sport.
10. UWA Sport reserves the right to refuse hire to any individual or group without citing a reason.
11. UWA Sport reserves the right to suspend / alter any booking. UWA Sport reserves the right to close facilities at any time due to weather conditions or urgent maintenance needs. Advance notice will be given where possible and a refund negotiated.
12. The HIRER is solely responsible for the conduct of all persons at the facility during the hire period.
13. Footwear appropriate to the venue is required to be worn at all times by all participants and spectators. UWA Sport reserves the right to refuse entry to people wearing inappropriate footwear.
14. The consumption of alcohol at any UWA Sport facility is not permitted without prior consent. Alcohol may only be sold for consumption on a University site with prior approval from UWA Security and when an appropriate liquor license, as issued under the Liquor Control Act, is obtained by the HIRER and a copy supplied to UWA Sport at least 21 days prior to the booking. If liquor is not being sold, an application to consume alcohol on campus must be submitted at least 7 days prior to the event. Failure to supply these documents will result in the booking being cancelled.
15. The HIRER will not sell, offer, or permit to be sold any food or drinks without the express permission of UWA Sport Facilities staff. The HIRER shall obtain any necessary permits and licenses from local council and agencies as required by law.
16. All third party suppliers and services must be authorised by UWA Sport prior to the booking date, and must obtain necessary permits, and licenses from local council and agencies as required by law and must complete the UWA Contractor Induction process.
17. The HIRER shall assume responsibility for the booked area of the facility for the booking period. The HIRER will not re-hire or sub-let any part of the venue to any other party.
18. UWA Sport will maintain the facility in a clean and safe state. The HIRER shall ensure all competitors, officials, users and spectators keep facilities and associated change rooms, toilets and showers in clean and tidy conditions. The HIRER must leave the hired area in a clean, litter-free and undamaged condition. Any additional cleaning needed will be charged to the HIRER.
19. No person in any way shall damage, deface or mark any part of the facility, or any object located near it. Any expense that, in the opinion of UWA Sport, is incurred as a result of such damage will be payable by the HIRER.
20. UWA Sport will use its best endeavours to ensure equipment is safe for use. It is the HIRER's responsibility to check equipment prior to use and report any potential safety concerns to the UWA Sport.
21. It is the HIRER's responsibility to provide first aid support to participants and be familiar with first aid procedures for the venue.
22. The HIRER will indemnify UWA Sport and the University of Western Australia against all claims, losses, actions, damages, costs and expenses whatsoever, including 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 an act or omission of the HIRER or any other person or by the HIRERS failure to comply with these terms.
23. UWA Sport adopts a proactive approach to Safety and Health. The HIRER should appoint a designated warden who is familiar with the emergency response for the venue. In the event a UWA Sport Staff member is not present, the designated warden should manage any emergency or evacuation situation. The HIRER shall obey any and all instructions given by UWA Sport and it's agents as to use of and access to and from facilities.
24. The HIRER is required to notify UWA Security immediately if any injury, incident or UWA property is damaged by calling 6488 3020. If any injury occurs to a person under the direction of the HIRER, the HIRER must complete an Injury Report Form, communicate the situation immediately to UWA Sport staff and ensure the completed form is provided to UWA Sport at the earliest opportunity.
25. At no time shall the facility be used for any illegal purpose and HIRERS are fully responsible for upholding laws of Western Australia, local council regulations and University by-laws.
26. A minimum of 48 hours' notice is required for a cancellation. Bookings cancelled within 48 hours of the booking time will require 100% of all fees to be paid by the HIRER. Bookings cancelled between 2 and 7 days will attract a 50% fee to be paid by the HIRER if in

the opinion of UWA Sport the booked space is unlikely to be re-booked. Bookings cancelled outside 7 days will not attract any fees unless the booking is considered a major event (full day or more) where the venue is unlikely to be able to attract another booking to replace the planned event (in which case the HIRER will be responsible for 50% of the total fee).

27. The HIRER agrees to abide by any rules or laws that are applicable where sound is involved, including necessary copyright licenses for use of music in public places, and noise regulations, and to indemnify the University against all loss, expense or liability arising out of any breach of this clause.
28. Smoking is not permitted at any time on any UWA grounds or in any UWA buildings.
29. No vehicles or unauthorised equipment is allowed on grounds or courts without express permission of UWA Sport Facilities staff.
30. The HIRER, other than when hiring as an individual for a casual booking, shall obtain current public liability insurance to an amount no less than \$20,000,000 for each occurrence and supply a copy of the Certificate of Currency to UWA Sport on demand.
31. The HIRER shall not use the UWA Sport logo or any other logo associated with UWA Sport or the University without the written consent of UWA Sport and the University.
32. No poster, placard, sign or advertisement shall be placed, painted or affixed anywhere within/ around the venue without prior approval of UWA Sport Facilities Manager. UWA Sport reserves the right to remove any non-compliant signage.

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

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_