



# CORRIGIN RECREATION & EVENTS CENTRE SQUASH COURT BOOKING APPLICATION FORM

## PART A – HIRER DETAILS

First Name				
Surname				
Organisation Name				
Address				
Suburb	State		Postcode	
Email				
Phone				

## PART B – BOOKING DETAILS

	START TIME	FINISH TIME	Total Time
DATE:	am / pm	am / pm	hrs

## PART C – PLAYER DETAILS

Player 1 Name:	Under 18? <input type="checkbox"/> Yes <input type="checkbox"/> No
Player 2 Name:	Under 18? <input type="checkbox"/> Yes <input type="checkbox"/> No
Player 3 Name:	Under 18? <input type="checkbox"/> Yes <input type="checkbox"/> No
Player 4 Name:	Under 18? <input type="checkbox"/> Yes <input type="checkbox"/> No

## PART D – PAYMENT

	YES	NO
Application is made that the Fees & Charges associated with this booking be invoiced to the Business / Club / Group.	<input type="checkbox"/>	<input type="checkbox"/>
Fees & Charges associated with this booking will be paid in advance, as per the Hirers Terms & Conditions	<input type="checkbox"/>	<input type="checkbox"/>

## PART E – DECLARATION

Signed on behalf of the Hirer;

I confirm that:

- All the information provided on this form is true and correct.
- I have read, understood and accept the Hirer's Terms and Conditions.
- Where the Hirer is a company or incorporated association, I am authorized by the Hirer to complete the Application Form on the Hirer's behalf.
- I am personally responsible for ensuring that the Hirer complies with these conditions, and if the Hirer breaches any of these conditions, I will be personally responsible for ensuring that the Hirer remedies any such breaches, including any damage to the Facility.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Office Use only					
Hire Charge	\$	Receipt Number:		Receipt Date:	
Key Number	SQ	Key Bond paid & retained		<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, please obtain bond
Key Bond \$		Receipt Number			
Key Returned	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bond Refunded	\$	Date:	Signed:

## SQUASH COURT HIRER TERM & CONDITIONS

### 1. Application and bookings

- 1.1. All applications must be on the official application form and must be signed.
- 1.2. Where the application is made on behalf of an organisation or body of persons, that applicant shall state the name of the organisation and the authority of the applicant for making such application.
- 1.3. All applicants must be aged 18 years and over.
- 1.4. Council may accept or reject any application at its absolute discretion
- 1.5. Council reserves the right to cancel any bookings when the facility is required for Council functions, Local Government Elections, state or Federal Elections. Monies paid will be refunded. The Hirer agrees in such case to accept the decision and to have no claim at law or in equity for any loss or damage.
- 1.6. Council reserves the right to cancel any bookings should the facility be required for the delivery of essential or emergency services in response to natural or other emergencies. Monies paid will be refunded. The Hirer agrees in such case to accept the decision and to have no claim at law or in equity for any loss or damage.

### 2. Charges and payment of Hiring Fees

- 2.1. Costs of hire and bonds are in accordance with the current Schedule of Fees and Charges.
- 2.2. All payments must be made prior to the booking
- 2.3. Payments can be made in person at the Corrigin Community Resource Centre, 55 Larke Crescent, Corrigin WA or by mail P O Box 221 Corrigin, WA 6375. Payments can also be made over the phone on 08 9063 2778 with a valid master card or visa card.
- 2.4. Method of payment include cash, cheques, EFTPOS and credit card (master card and visa only) Cheques should be made payable to the Shire of Corrigin and marked "not negotiable".
- 2.5. Regular uses can make application for payment of any hire fees to be invoiced on a monthly base. Payments must be made by the payment due date.
- 2.6. Bonds cannot be invoiced and must be paid prior to the activity on collection of keys.

### 3. Bond

- 3.1. A bond as per the Schedule of Fees and Charges and risk level of the function will be applicable to all bookings.
- 3.2. The Hirer must pay the Bond to Council by the way of cash, EFTPOS, Credit card or bank cheque prior to the booking
- 3.3. The bond is held against the following:
  - 3.3.1. Damage to the building or equipment
  - 3.3.2. Missing / Theft of any facility equipment
  - 3.3.3. Additional use of the building outside the booked timeslot
  - 3.3.4. Loss of keys
  - 3.3.5. Extra cleaning services
  - 3.3.6. Breach of conditions of hire
  - 3.3.7. Any outstanding fees & charges payable for the hire of the facility
- 3.4. The hirer will be liable for costs of damage etc in excess of the bond amount.
- 3.5. The bond can only be refunded to the person or organisation whose name appears on the application form.
- 3.6. The facility hire bond may be forfeited in the event of any substantiated community complaints being received in the respect of anti-social behaviour / activity attributed to patrons or the patrons of the function conducted at the facility.

### 4. Restrictions

- 4.1. All Shire of Corrigin facilities maintain a 'Smoke Free' environment. Smoking is not permitted inside the facility or within 5 metres of an entrance / exit point. The hirer must advise facility users about the **No Smoking Policy**,
- 4.2. No persons or groups to be in the facility between the hours of 1am to 5am.
- 4.3. The squash courts are only to be used for the game of squash.
- 4.4. **Only authorized personnel, being the umpire, is permitted to use the umpire viewing platform during official competitions. Not available for casual users.**

### 5. Keys and security

- 5.1. Keys and codes are to be collected from the Corrigin Community Resource Centre, 55 Larke Crescent, Corrigin. Keys and codes will be available for pickup an hour prior to booking and must be returned one hour after booking. If the booking runs beyond the Corrigin Community Resource Centre operational hours, the key must be returned by 9.30am the following morning or return to the outside key return box. (this does not permit access to the facility for the hirer beyond the arranged booking time)
- 5.2. Hirer will be charged for the replacement of lost keys, and a Shire of Corrigin Call Out fee will be charged if the Shire of Corrigin is called to lock or unlock or to arm or disarm the area.
- 5.3. It is the hirer's responsibility to ensure the building is secured prior to leaving the premises, The Hirer may be held accountable for any insurance claim or security check if found to have been negligent.

### 6. Clothing and Footwear

- 6.1. The hirer will ensure that all players using the squash courts are wearing suitable footwear. Appropriate clothing and **non-marking footwear** must be worn at all times. **Users who have excessively marked the court will incur a \$100 cleaning fee.** High heels or similar footwear is not allowed within the court area.

### 7. Food and drinks

- 7.1. For the safety of others, food and drinks are not permitted on the squash court
- 7.2. No food is permitted within the umpire viewing platform area

### 8. Supervision

- 8.1. No users under the age of 14 years can use the squash courts, without adult supervision.
- 8.2. The hirer will be solely responsible for the supervision, control and behavior of its officers, employees, agents, players and spectators using the squash court.
- 8.3. No person under the age of 14 years is allowed within the umpire viewing platform area.

### 9. Cleaning

- 9.1. Unless otherwise supplied, the hirer must supply their own cleaning equipment and materials. All equipment and products must be in compliance with displayed cleaning procedures.
- 9.2. Leave the hired area in a clean and tidy condition, including public toilets if used.
- 9.3. The hirer must remove all rubbish from hired area. The rubbish must be placed in large bins provided. If there is not enough room in the bins provided, Hirers must remove all excess rubbish.
- 9.4. The Hirer must report to the Shire of Corrigin all damage that occurred whether accidentally or maliciously to any part of the building.