CORRIGIN
RECREATION & EVENTS CENTRE
INDOOR COURT CASUAL 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**

Description of Hire :

Approximate number of people attending: _____ **Ages: Under 15 ☐ 15-20 ☐ 20-35 ☐ 35-45 ☐ 45+☐**

PART C – EQUIPMENT / AREA TO BE USED

Basketball:	☐	Netball:	☐	Badminton:	☐	Volleyball:	☐
Other: (please specify)	☐	_____		Change Room 3	☐	Change Room 4	☐
Meeting Room 2	☐	Kitchen	☐	Function Area	☐		☐

PART D – PAYMENT

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

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	IC	Key Bond paid & retained		☐ Yes ☐ No	If no, please obtain bond
Key Bond $		Receipt Number			
Key Returned	☐Yes ☐No	Bond Refunded	$	Date:	Signed:

INDOOR 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 indoor courts are only to be used for the game of netball, basketball, volleyball or badminton unless authorized by the Shire of Corrigin.
4.4. No bouncing / hitting balls off the wall.
4.5. There is no hanging from the basketball rings
4.6. No bicycle riding, skateboarding, roller blading or riding of scooters within the court area.

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 indoor courts are wearing suitable footwear. Appropriate clothing and footwear must be worn at all times. High heels, spiked shoes or similar footwear is **not allowed** within the court area.

7. Food and drinks

7.1. No food or drinks allowed on the court area. Food and drinks are only permitted within the carpeted area
7.2. Only players are permitted to consume water or sports drinks within the court area, any spillage should be cleaned immediately.

8. Supervision

8.1. No users under the age of 14 years can use the indoor 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.

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 accidently or maliciously to any part of the building.

CORRIGIN RECREATION & EVENTS CENTRE

Personal information collected on this form will be managed in accordance with the Privacy and Responsible Sharing Act 2024, and the Shire of Corrigin Privacy Policy. Any information will only be disclosed for authorised purposes or as required by law.