

# Armadale Arena BOOKING APPLICATION FORM Regular Hire

**Name:** \_\_\_\_\_ **Booking ID NO.** \_\_\_\_\_

**Organisation:** \_\_\_\_\_

**Residential/Business Address:** \_\_\_\_\_

**Postal Address:** \_\_\_\_\_

**Phone - Wk:** \_\_\_\_\_ **Hm:** \_\_\_\_\_ **Mb:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Activity/Purpose:** \_\_\_\_\_

**AVAILABLE FACILITIES:** Please indicate which area/s and equipment you wish to use for your activity/event.

**FACILITIES**

- Court 1
- Court 2
- Court 3
- Multi Purpose Room
- Group Fitness Room
- Boxing Studio
- Kitchen
- Badminton Court

**EQUIPMENT**

- Chairs (125 available)
- Tables (15 available)
- Urn (note: tea, coffee, milk and sugar not provided)
- Whiteboard
- Portable CD Player
- Badminton Nets
- Badminton Racquet and shuttle cock
- WADSA sports Equipment
- Other \_\_\_\_\_

**OFFICE USE ONLY**

**Hire fees (per hour)**

	<i>Commercial</i>	<i>Community</i>	
Court 1 or 2	\$38.00	\$29.00	Event Staff After hours \$47.00 (min 3 hours)
Court 1 & 2	\$69.00	\$53.00	
Court 3	\$56.00	\$41.00	
Group fitness room	\$31.00	\$24.00	
Multi-purpose room	\$34.00	\$26.00	
Boxing Studio	\$31.00	\$24.00	
Badminton Court	\$12.00		

Booking entered in Centaman <input type="checkbox"/>	Date: _____	Date approved: _____
Confirmation letter sent <input type="checkbox"/>	Date: _____	Hire fee to pay: \$ _____
Invoices raised & sent <input type="checkbox"/>	Date: _____	Paid: Y / N      Date: _____
Account paid <input type="checkbox"/>	Date: _____	Chq No: _____ EFT / CASH / EFTPOS



## CONDITIONS OF HIRE

1. Armadale Arena has strict parental supervision guidelines and it is essential children be supervised at all times
2. All Regular/Casual booking applicants must sign and return a Venue Booking Form prior to commencement of hire.
3. All Regular hirers are required to pay monthly in advance. Casual bookings are to be paid within a minimum of 24 hours in advance unless stated otherwise.
4. Cancellation of any regular booking must be received in writing at least 24-hours before the booking commencement. Any cancellations not made within 24-hours will be invoiced.
5. Management reserves the right to cancel any regular and casual bookings as a result of misuse of the facilities.
6. Management reserves the right to request the use of the facility, should it be required for special purposes or one-off events.
7. Please note that setting up and packing away must be done within the time of hire stated on the Venue Booking Form. Should your group continue beyond the time stated, extra hire charges will be incurred – 15 minute segments will apply.
8. Areas used must be left in a clean and tidy condition with all equipment returned to the correct storage area. Storage facilities are not available for use by user groups or hirers.
9. Anyone found causing willful damage to any Centre property, or found to have removed or misused Centre property may be charged to the full extent of the law. Any damage discovered prior to booking, please report to reception; this will ensure that your group will not be held responsible.
10. All tables and chairs must be returned to the storage area. Chairs must be cleaned and stacked in groups of no more than ten and tables must be clean, folded and stored in an upright position.
11. Hirer to supply own PA system if required.
12. All electrical appliances and cords must comply with the City's electrical policy (attached).
13. All rubbish to be removed, put in bins in the facility and/or in bin hired by hirer.

14. Floors to be swept/vacuumed/mopped prior to departure and checked by Duty Manager if applicable.
15. Groups are to maintain good order and decent behavior at all times.
16. Where a public performance of a sound recording takes place it is the responsibility of the hirer to hold a licence from both APRA and PPCA.
17. There will be NO SMOKING in any part of the Centre by any person at any time. Smokers must smoke 15 meters away from main entrance doors.
18. Consumption of alcohol on the premises is strictly prohibited.
19. Conditions and guidelines may be amended by the management without notice.
20. Security will be required for large events and this is to be organised by the hirer.

## DECLARATION

I/We hereby make application for use of the City of Armadale – Armadale Arena facilities and services and will not hold the City of Armadale or the Armadale Arena and its employees liable for any personal injury or loss of property.

I/We have read and understood the above regulations and the Conditions of Use and Hire and agree to uphold them for as long as the term of this agreement.

Name \_\_\_\_\_

Company / Organisation \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_