

BOOKING APPLICATION FORM

2019

This **BOOKING APPLICATION** form must be completed prior to hiring the facilities.

All Bookings remain unconfirmed until you have received a written confirmation

Booking Details:

Hirer: _____

Contact Name: _____

Contact Number: _____

Address: _____

Email: _____

Public Liability Insurance* policy no. _____ (attach copy)

**Public Liability Insurance must be valid to \$10, 000,000*

Purpose of Hire: _____

Start date: _____ Finish date: _____

(include Set-up and Pack-up)

Method of payment: Invoice



Nature of activity: _____

Anticipated no. of participants: _____

First Aid kit to be supplied by Hirer (Hirer to initial here in agreeance) _____

Regular Times available Mon – Fri 3:30pm-4:15pm and 4:15pm-5pm Fri 5pm – 5:45

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Court 1 A/B	Start: Finish:	Start: Finish:	Start: Finish:	Start: Finish:	Start: Finish:	Start: Finish:	Start: Finish:
Court 2 A/B	Start: Finish:	Start: Finish:	Start: Finish:	Start: Finish:	Start: Finish:	Start: Finish:	Start: Finish:
Court 3 A/B	Start: Finish:	Start: Finish:	Start: Finish:	Start: Finish:	Start: Finish:	Start: Finish:	Start: Finish:
Court 4 A/B	Start: Finish:	Start: Finish:	Start: Finish:	Start: Finish:	Start: Finish:	Start: Finish:	Start: Finish:
M/Purpose 1							
Fitness Studio							
Office							

Signature _____

Date: _____

Centre Contact details:

Civic Reserve Recreation Centre Ph. 5975 0133

Email CRRC.CSO@belgravialeisure.com.au

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Hire Costs Per Session	Community	Commercial
Stadium – Full Court	\$30.00	
Stadium –Half Court	\$15.00	

Office Use Only	Additional requirements	Task completed/delegated
Set-up and Pack-up requirements	<ul style="list-style-type: none"> Are there any additional requirements What is required Have staff been notified of setup requirements 	
Are other areas required	<ul style="list-style-type: none"> What areas are required Please ensure they are booked Is this required to be included in the cost 	
Are additional staff required	<ul style="list-style-type: none"> What area are the staff required Has the area Coordinator been notified 	
Additional Cleaning requirements	<ul style="list-style-type: none"> Bin liners, toilet paper, paper towel (please circle) Is a pre- clean required Additional rubbish pick up Have the cleaners been notified 	
Kiosk	<ul style="list-style-type: none"> Additional food / barista requirements Has the food etc. been ordered Is additional kiosk staffing required Has the Area Coordinator been notified 	
Insurance policy attached Yes No (why)		

I _____ of _____

I hereby make an application for use of the above nominated Centre for the dates and times specified. I acknowledge having read the Terms & Conditions of hire and undertake to be bound by and comply with Terms & Conditions in every respect. I further undertake to be responsible for ensuring that all individuals or groups using the facility in association with this application comply with the Terms & Conditions.

The Hirer/User/Permit Holder agrees to indemnify, and keep indemnified, and to hold harmless the Mornington Peninsula Shire Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with the Hirers/Users/Permit Holders performance or purported performance of its obligation under this Agreement/Permit and be directly related to the negligent acts, errors or omissions of the Hirer/ User/ Permit Holder.

The Hirer/Users/Permit Holders liability to indemnify the Shire shall be reduced proportionally to the extent that any act, error or omission of the Shire, its servants or agents, contributed to the loss or liability.

Additional Requirements:

Tables: Yes ☐ No ☐ Qty. required ☐ Chairs: Yes ☐ No ☐ Qty. required ☐