



Club/ Association: \_\_\_\_\_

Contact name: \_\_\_\_\_

Contact number of person making request: \_\_\_\_\_

- This is a new booking
- This is an amendment to an existing booking

**BOOKING DETAILS -**

**One-off Booking:**  
 Date: \_\_\_\_\_ Day of the Week: \_\_\_\_\_  
 Time Required: \_\_\_\_\_  
 Half Court  Full Court

**OR**

**Booking for set period of time:**

HALF/FULL COURT	JUNIOR/ SENIOR	TIMES	DAYS	START DATE	END DATE

**ADDITIONAL DETAILS-**

Dates the booking is not required (eg. Public holidays): \_\_\_\_\_

Other details: \_\_\_\_\_

- \* Court hire cancellations must be made by email or at the front desk, *prior to session time*.
- \* Please ensure all details are filled out correctly - court hire costs will be calculated on the information provided.
- \* Court hire costs will be invoiced to Association/ Clubs each month during season.

## COURT BOOKING - CONDITIONS OF USE

- 1 Bookings will only be accepted if they are submitted on a Venue / Court Booking Request Form.
- 2 All applicants must sign and return this booking request form **prior** to commencement of Hire.
- 3 AMENDMENTS and CANCELLATIONS TO BOOKINGS: **must** be submitted in writing (eg.email)
- 4 *Amendments/ Cancellations may attract a fee as outlined below:*  
Amendment/ Cancellation of a booking more than 2 days (48 hours) prior to booking date = no charge  
Amendment/ Cancellation of a booking more than 24 hours - 48 hours prior to booking date = 50% of total booking fee  
Amendment/ Cancellation of a booking less than 24 hours prior to booking date = 100% of total booking fee
- 5 The Shire of Collie reserves the right to cancel bookings providing notice is given in writing at least 30 days prior to the booking start date.
- 6 Management reserves the right to use the facility, should it be required for special purpose or one off events providing the request is made in writing at least 30 days prior to the booking start date.
- 7 All areas used must be left in a clean and tidy condition. Should the centre require any additional cleaning (above that which is normally done) as a result of your use of the facilities, the hirer will be invoiced for these additional costs.
- 8 Anyone found causing wilful damage to any Centre property, or found to have removed or misused Centre property may be charged to the full extent of the law.
- 9 Damage to Centre property shall be paid for by any person(s) who wilfully or negligently causes such damage. Person(s) are responsible for damages incurred by dependent guests/children.
- 10 Any damage discovered prior to booking, please report to reception, this will ensure that your organisation will not be held responsible.
- 11 Groups are to maintain and keep order and decent behaviour.
- 12 House keeping of all emergency exits will be announced prior to all functions and gatherings of groups.
- 13 The hirer will take all reasonable steps to ensure the safety of participants and spectators using the facility during the hire period. The facilities will be fully supervised by the hirer or staff of the hirer to ensure order and decent behaviour.

### PROCEDURE OF USE - (IF CENTRE IS USED OUT OF NORMAL OPERATING HOURS)

#### Before Leaving the Venue :

- 1 The User is responsible for the opening and closing up of Roche Park Recreation Centre.
- 2 The User is to make sure that the toilets are left in a clean and tidy manner.
- 3 The User is to make sure that all taps are turned off.
- 4 The User is to make sure that all the lights are turned off.
- 5 The User is responsible for locking and securing the Building.
- 6 The User is responsible for activating the Alarm before leaving the Building.

\* **Failure to do so will result in a \$60.00 fee to cover security costs.**

### DECLARATION

I/We hereby make application for the use of the Roche Park Recreation Centre facilities and services and will not hold liable Roche Park Recreation Centre, the Shire of Collie and its agents, or employees for any personal injury or loss of property. I/We have read and understood the above Conditions of Use and agree to uphold them for as long as the term of this agreement.

Name: ..... Signature: .....

Office Use Only

Date Booking was received: \_\_\_\_\_ Received by: \_\_\_\_\_

Has the booking been entered into the appropriate booking sheets? YES / NO



ROCHE PARK RECREATION CENTRE  
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