

**Club Training
Request Form**

Club/ Association: _____

Contact name: _____

Contact number of person making request: _____

Email: _____

Date of Request: ____/____/20____

Court hire to be charged to Sport Club/Association? (circle) **YES/NO**

BOOKING DETAILS -

One-off Booking:

Date: _____ Day of the Week: _____

Time Required: _____

Half Court \$15/hr

Full Court \$25/hr

OR

Booking for set period of time:

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

ADDITIONAL DETAILS-

Dates the booking is not required (e.g., public holidays): _____

- * 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 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 (e.g., 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 7 days prior to the booking start date.
- 6 Management reserves the right to use the facility, should it be required for special purposes 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) because of your use of the facilities, the hirer will be invoiced for these additional costs.
- 8 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.
- 9 Damage to Centre property shall be paid for by any person(s) who willfully 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 Housekeeping 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.

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

Locked Bag 6225, Shire of Collie WA 6225

Phone: (08) 9734 4388

Email: rp.reception@collie.wa.gov.au