

[#INSERT CLUB NAME / LOGO DETAILS]

SPORTS FACILITY HIRE AGREEMENT - APPLICATION

Organisation Details			
Organisation Name:			
Not for Profit: Y / N	School: Y / N	Other:	
Current address:			
City:	State:	Post Code:	
Contact Information			
Name:		Position:	
Phone:	Mobile:	Email:	
Name:		Position:	
Phone:	Mobile:	Email:	
First Aid Officer:			
Phone:	Mobile:	Email:	
Sports Facility Requirements			
Please also complete the attached Sports Facility Hire Details form.			
Hired Facilities			
Field/s:	Court/s:	Clubhouse:	Toilets:
Type of Event:			
Insurance Requirements			
The Organisation will need to provide sufficient evidence of insurance cover to [insert club name] at the time of completing this Sports Facility Hire Agreement.			
Insurance Company:			
Policy No:		Expiry Date:	
Limit of Coverage:	<i>(minimum \$20mil required)</i>		
Payment Information			
[Amend as required for your club]			
Following the completion of this form and confirmation of your booking, you will receive a Tax Invoice <u>or</u> You will receive a confirmation letter setting out the Deposit and Total Amount due for your booking.			
Deposit – due within fourteen (14) days of the date of the confirmation letter to confirm your booking. Deposits shall be forfeited should you cancel within # days of your scheduled event booking.			
Total Amount – due within one (1) month of the booking date.			

[#INSERT CLUB NAME / LOGO DETAILS]

SPORTS FACILITY HIRE AGREEMENT - CHARGES

[OR ATTACH CLUB STANDARD DOCUMENT]

Schedule of Fees & Charges			
Clubhouse	Times	Community Rate	Commercial Rate
Daytime Hire (# - #)			
Daytime Opening & Closing Fee			
Nighttime Hire (# - #) *incl / excl lights			
Nighttime Daytime Opening & Closing			
Bond – Event Hire			
Bond – Permanent Key to Access Toilet / Change room Facilities			
Cleaning Fee			
Fields	Times	Community Rate	Commercial Rate
Daytime Hire (# - #)			
Daytime Setup (# - #)			
Nighttime Hire (# - #)			
Nighttime Setup			
Bond – Permanent Key to Access Toilet / Change room Facilities			
Storage Area			
Bond – Event Hire			
Bond – Permanent Key to Access Toilet / Change room / Canteen Facilities			
Sign-on days			
Courts	Times	Community Rate	Commercial Rate
Daytime Hire (# - #)			
Daytime Opening & Closing Fee			
Nighttime Hire (# - #)			

[#INSERT CLUB NAME / LOGO DETAILS]

Nighttime Opening & Closing Fee			
Bond – Permanent Key to Access Toilet / Change room / Canteen Facilities			
Bond – Event Hire			
Storage Area			
Sign-on days			

Sports Facility Hire Agreement Terms & Conditions

Reference Schedule [Council Use Only]			
Hirer:			
Hire Period:			
Agreed Use:			
Hired Facilities: (delete as necessary)	Clubhouse Canteen Change Rooms	Lights Toilets Bar	Field numbers: Court numbers:
Overrun charge:	\$ or Not Applicable		
Special Terms:			

INTERPRETATION

1. The CLUB means the [insert club name in full] also known as [insert club abbreviation / trading name];
2. The HIRER is the person, firm, company, business, school or association hiring from the Club;
3. The SPORTS FACILITY means the facilities located at [insert address of facility], including:
[Amend as necessary]
 - (i) Building / Clubhouse – kitchen, toilet amenities, foyer and outdoor area;
 - (ii) Canteen -
 - (iii) Change Rooms – showers, toilets, change area;
 - (iv) Fields – # fields, dugouts, scoreboard shed;
 - (v) Courts – # courts, scoreboard shed;
4. The AGREEMENT means this Sports Facility Hire Agreement and all attachments.
5. The HIRED FACILITIES means the Sports Facilities to be used by the Hirer as set out in this Agreement.

Booking Procedure

1. The Sports Facility is available for hire by prior arrangement and subject to the terms of conditions of this Sports Facility Hire Agreement.
2. The Sports Facility Hire Agreement application must be completed and forwarded to the Club Office.
3. All communications with regard to sports facility hire should be directed to the [insert club member details].

USE OF SPORTS FACILITY

4. Grant of licence
 - a. Subject to this Agreement, the Club grants to the Hirer a non-exclusive licence to use the Hired Facilities for the Hire Period for the Agreed Use.
 - b. The Hirer acknowledges that the two (2) people listed on the Application Form accept the responsibility for the hiring and condition of the Sports Facility during the Hire Period.
5. Hire Period
 - a. If a specific starting time has been agreed between the Club and the Hirer, the Hirer must not change the starting time without prior written consent of the Venue Manager.
 - b. If, due to inclement weather, the Hired Facilities will not be used, the Hirer must contact the [insert club member details]. Failure to notify of cancellation at least one (1) hour prior to the Hire Period time will incur a fee of \$#[insert fee for personnel attendance costs] (GST incl).
 - c. The Club may impose on the Hirer an overrun charge as specified in the Schedule for any use of the Sports Facility subsequent to the Hire Period.

The Hirer's Obligations

6. Clubhouse Access
 - a. The clubhouse will be opened and closed by a Club Committee Member; **OR** Keys/ Alarm Codes provided
 - b. The bar facilities must be supervised by a Club Committee Member who holds a valid RSA licence and has the right to refuse service to any patron/s; - to licence?
 - c. No alcoholic beverage may be brought outside the clubhouse and/or onto the courts / fields.
7. Canteen Access
 - a. The canteen will be opened and closed by a Club Committee Member; **OR** The Hirer will be provided with a key to access the canteen and will be responsible for the opening and closing of the canteen;
 - b. The Hirer agrees to pay a Bond for the hire of the key to the canteen during the Hire Period;
 - c. Where the Club does not have a Liquor Licence, the Hirer must ensure that alcoholic beverages are not consumed at the Sports Facilities.
8. Change room / Toilet Access
 - a. The change room / toilet building will be opened and closed by a Club Committee Member; **OR** The Hirer will be provided with a key to access the change room / toilet building during the Hire Period and will be responsible for the opening and closing of the change room / toilet building;
 - b. The Hirer agrees to pay a Bond for the hire of the key to the change room / toilet building during the Hire Period;
 - c. Supply of toilet paper/towels etc & re-stocking
9. Keys and passes
 - a. The Hirer must ensure that all keys and passes of any kind relating to the Sports Facilities given to them are:
 - i. kept by people authorised in writing by the Club;
 - ii. not copied; and
 - iii. returned to the Club when the Hirer vacates the Sports Facilities, or at the end of the Hire Period, whichever is earlier.
10. Safe and proper use
 - a. The Hirer must use the Sports Facilities in a safe, proper, and efficient manner.
 - b. Before using the Sports Facilities the Hirer must ensure that the fields / courts are in a proper and safe condition for use. Any safety concerns must be reported to the Club immediately.
 - c. The Hirer must comply with any reasonable direction of the Club in connection with the safe and proper use of the Sports Facilities.
 - d. The Hirer must ensure that all fields / courts being used at all times have post pads properly fitted.
 - e. The Hirer must ensure that all junior players are supervised at all times by:
 - i. a coach who is adequately qualified; or holds blue card
 - ii. one or both of the persons who are responsible for the hire as indicated on the application form.
 - f. The use of bikes, roller blades, scooters, skateboards etc, is prohibited anywhere within the Sports Facility unless agreed on before hiring the club.
 - g. The Hirer must ensure that motor vehicles are not driven onto the fields / courts, excluding emergency vehicles.
 - h. The Hirer is responsible for providing its own first aid assistance including the supply of ice.
2. Cleaning of Sports Facility
 - a. The Hirer must vacate the Sports Facility (including removing all rubbish, team equipment, banners and all other goods of any kind brought into the Sports Facility by the Hirer) by the end of the Hire Period.
 - b. The Hirer must ensure that the Sports Facilities are left a clean, tidy, safe and proper condition to the club Committee's satisfaction.
 - c. Any additional cleaning charges will be taken out of the Bond charged to the Hirer or where no bond has been paid by the Hirer, the Hirer agrees to pay to the Club the reasonable costs incurred in cleaning the Sports Facilities.

[#INSERT CLUB NAME / LOGO DETAILS]

3. Car Park
 - a. The car park area must be left in a clean, tidy, safe and proper condition.
4. Refuse
 - a. All garbage and individual garbage bins must be emptied into the industrial bin located near the Clubhouse.
5. Damage
 - a. The Hirer is responsible for any accidents, loss, damage or injuries sustained by any person using the Sports Facilities during the time that this facility is hired to the Hirer, except to the extent that any such injury arose from or by reason of any defect with the Sports Facilities and the Hirer agrees to indemnify The Club against all claims and demands made costs incurred in connection with such actions.
 - b. The Hirer is responsible for any damage caused to the Sports Facilities (fair wear and tear accepted) and the Hirer agrees to pay to the Club, on demand, the cost of any repairs or replacement of any damage caused during the Hire Period.
 - c. The Hirer must immediately advise the Club of any accidents, loss, damage or injuries sustained by any person during any period of hire.