

## Lords regular booking application form

Name of organisation/club/group: \_\_\_\_\_

Contact name: \_\_\_\_\_ Lords member: Yes / No Member number: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ P/Code: \_\_\_\_\_

Phone (H): \_\_\_\_\_ Phone (W): \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Number of participants: \_\_\_\_\_ Estimated number of spectators: \_\_\_\_\_

Booking start date: \_\_\_\_\_ Booking finish date: \_\_\_\_\_

Description of intended use: \_\_\_\_\_

### Which facility do you require?

<input type="checkbox"/> Sports Courts	<input type="checkbox"/> Café	<input type="checkbox"/> Pool	<input type="checkbox"/> Group fitness
<input type="checkbox"/> Squash <input type="checkbox"/> Tennis <input type="checkbox"/> Multi-purpose court No. of courts _____ Sport _____	<input type="checkbox"/> Catering required <input type="checkbox"/> Meeting room	Number of lanes _____ (to a maximum of 3)	<input type="checkbox"/> Group fitness studio <input type="checkbox"/> Cycle Studio

### Details of event:

Day	Start time	Finish time	Booking frequency

### Exclusion dates

Will your booking have any exclusion dates? Y / N

If yes, please list the dates: \_\_\_\_\_

Purpose of regular booking:  Commercial (profit)  Community (not for profit)

Does the club/group have public liability insurance?

Do you have any other requests? \_\_\_\_\_

**DECLARATION: I am over the age of 18 years. I agree that the above booking details are tentative until confirmed by the Lords booking officer.**

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Regular booking terms and conditions

The Local Government and Public Property Local Law 2014 provides for the regulation, control and management of activities and facilities on local government and public property land within the City of Subiaco. All bookings are subject to compliance with these conditions and requirements.

### 1. BOOKING APPLICATIONS

- 1.1 All applications must be submitted on the official application form and the form must be signed.
- 1.2 All applicants must be aged 18 years and over.
- 1.3 A booking enquiry (either by phone, email or in person) does not constitute a tentative booking. Lords – City of Subiaco does not accept tentative bookings or requests to ‘hold’ court availability. Bookings are not confirmed until a booking confirmation has been issued by the city.
- 1.4 All regular bookings conclude on 31 December unless otherwise stated.
- 1.5 Current regular hirers receive priority for the following year’s regular bookings if they request the same booking time/type that they had previously. If the regular hirer requests a new booking time/type, the booking is subject court availability.
- 1.6 Lords – City of Subiaco reserves the right to give 30 days’ written notice to move or cancel any booking for council business due to unforeseen circumstances.

### 2. CHARGES AND CANCELLATIONS

- 2.1 Costs of hire are in accordance with the current City of Subiaco’s schedule of fees and charges.
- 2.2 Accounts will be sent out monthly (or as agreed) and are required to be paid for within 14 days of issue.
- 2.3 If payment is not received by the due date, Lords reserves the right to cancel all future bookings. If cancelled, bookings will only be reinstated once all outstanding invoices are paid.
- 2.4 Cancellation of a regular booking must be made in writing and must be made 30 days prior to the hirer’s final booking.
- 2.5 Cancellations for a single date with more than 14 days’ notice must be made in writing (email is acceptable) and no additional fees will be incurred.
- 2.6 Cancellations for a single date with less than 14 days and more than 48 hours’ notice must be made in writing (email is acceptable) and the hire fee paid may be credited to the hirers invoice for the following month. Cancellations within 48 hours of the booking will forfeit the hire fee paid.
- 2.7 In the case of an alternate date requested in place of a cancellation, it will be at management’s discretion as to whether the hire fee will be credited to the amended booking.
- 2.8 Any cancellations made must either be the full length of the booking or be a change of the start/finish time to reduce the length of the booking. No cancellations will be accepted to the middle of a booking or where a booking is split.
- 2.9 Payments can be made over the phone (6229 6600), via cheque or in person at Lords Recreation Centre located at 5 Wembley Court, Subiaco. Please quote your invoice number when making payments (if applicable).
- 2.10 Fees may apply for changes made to bookings after the invoice has been issued.

### 3. CENTRE RULES AND RESTRICTIONS

- 3.1 All City of Subiaco facilities, including Lords, maintain a ‘smoke free’ environment. Smoking is strictly prohibited inside the centre and within 10 metres of the surrounding area.
- 3.2 All court bookings Monday to Thursday must conclude at 5:30pm unless otherwise agreed.
- 3.3 All vehicles in the Lords carpark must observe the three hour parking limit and park within the parking bays provided.
- 3.4 Buses are prohibited from parking in the Lords carpark. Please request bus parking information on application.
- 3.5 Signage and decorations are not to be displayed outside of the booking area without prior approval.
- 3.6 Event equipment such as music and or lighting equipment must be approved by Lords prior to the booking.
- 3.7 No activities (running, warm up etc.) are permitted in the Lords walk ways.
- 3.8 No alcohol can be brought onto the premises. The Lords café is licensed and beverages may be purchased and consumed within the licensed area.
- 3.9 The function organiser must account for all guests and participants and report to the Lords emergency response officer in the event of an emergency

### 4. LORDS RESPONSIBILITIES

- 4.1 Lords will take every reasonable care and precaution to ensure that all utilities, services and equipment are in proper working order. Lords does not accept responsibility for breakdowns beyond their control.
- 4.2 Lords will make every effort to provide the hirer with a clean and tidy facility
- 4.3 Lords will not accept liability for any damage, theft or loss of items belonging to, or the responsibility of, the hirer.
- 4.4 Lords reserves the right to close any function at any time due to breach of terms and conditions.

### 5. HIRER RESPONSIBILITIES

- 5.1 Hirers are responsible for any public liability in respect to their activity.
- 5.2 Hirers must show respect and common courtesy to other user groups within the centre or persons in the nearby premises. The hirer is responsible for the behaviour of all the persons attending the booking.
- 5.3 The hirer is responsible for ensuring that all people attending the booking only use the courts/areas that have been hired for the event. Additional charges may apply for use of areas not in the original booking.
- 5.4 The hirer is required to start and finish on time. Failure to do so may incur additional charges.
- 5.5 Any set up and clean up time must be included within the time booked.
- 5.6 All areas must be left clean and tidy and all waste placed in the bins provided. A cleaning fee may apply if the venue is left in an unsatisfactory condition.
- 5.7 Ensure that all people attending the booking sign in either using the SafeWA contact tracing app or via the paper-based format available at reception.

### 6. POOL SPECIFIC INFORMATION

- 6.1 All pool bookings are required to provide a certificate of currency to demonstrate that they have adequate public liability cover to a minimum of \$5 million.
- 6.2 Persons under 16 years of age must be supervised at all times and are not permitted to use the spa facility.
- 6.3 All bookings are required to maintain, and provide upon request, an attendance list with each participant’s name along with the dates they are expected to attend.
- 6.4 Any spectators must sign in at the visitors sign in book at reception prior to entering the pool area.
- 6.5 A maximum of 14 spectators are allowed at any time and are not allowed to use the pool.
- 6.6 Appropriate swimwear must be worn at all times. Children who are not toilet trained must wear a swimming nappy when entering the water.
- 6.7 No food is permitted in the pool area.
- 6.8 All instructors and coaches must hold a current water rescue certificate and be adequately qualified to take the activity.

### 7. DISPUTES

- 7.1 Any disputes must be made in writing and marked to the attention of Lords, PO BOX 270, SUBIACO WA 6904.