

Lords casual booking/special events application form

Name of organisation/club/group: _____

Contact name: _____ Lords member: Yes / No Member number: _____

Address: _____

Suburb: _____ P/Code: _____

Phone: _____ Mobile: _____

Email: _____

Number of participants? _____ Estimated number of spectators? _____

Description of intended use?

Which facility do you require?

Courts

Cafe

Pool

Group fitness

Squash

Catering required?

Number of lanes _____
(to a maximum of 3)

Group fitness studio

Tennis

Meeting room

Cycle Studio

Multi-purpose courts

Number of courts _____

Details of Event:

Start date:	Finish date:
Start time:	Finish time:
Sports/Activities:	

Type of activity (please tick)

Sporting event	<input type="checkbox"/>
Meeting/seminar/workshop	<input type="checkbox"/>
School sporting event	<input type="checkbox"/>
Fund raising event	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>
Fixture Preparation:	<input type="checkbox"/> (\$75 per hour)
Umpire/Referees:	<input type="checkbox"/> (\$40 per hour per umpire)

Purpose of booking: Commercial (profit)

Community activity (not for profit)

Does the club/group have public liability insurance? (required for all pool bookings) Yes / No

Yes - Please supply a copy of your certificate

Expiry date: _____

Do you require a copy of Lords public liability insurance Yes / No

Do you request Lords to be open outside of usual hours? (additional fees may apply) Yes / No

If yes, do you require a liquor licence for these extended times? (additional fees may apply) Yes / No

Do you have any other requests?

DECLARATION: (Incomplete bookings will not be accepted)

I am over the age of 18 years and agree that the above booking details are tentative until written confirmation by Lords administration.

I have read and understand the overleaf terms and conditions and agree to uphold them for the term of the hire agreement.

Name: _____

Signature: _____ Date: _____

Casual booking/special events terms and conditions

1. BOOKING APPLICATIONS

- 1.1 All applications must be on the official application form and must be signed.
- 1.2 All applicants must be aged 18 years and over.
- 1.3 Lords reserves the right to give thirty days written notice to move or cancel any booking for Lords business due to unforeseen circumstances.
- 1.4 Fixtures can be prepared for any sporting event/booking. This must be requested above, with final team numbers to be provided to Lords at least 2 weeks prior to the event. A fixturing preparation fee of \$75 per hour will be charged.
- 1.5 Lords can provide umpires and referees for any booking/event. Notice must be given at least 2 weeks prior to the event and umpires provided are subject to the availability of Lords staff. A fee of \$40 per umpire per hour will be applied. Umpires will be paid for the whole duration of the event including any breaks.

2. CHARGES AND CANCELLATIONS

- 2.1 Costs of hire are in accordance with the current fees and charges and are subject to change each year on 1 July.
- 2.2 A booking fee of 10% of the total booking cost must be paid at the time of booking. The booking will not be confirmed until the booking fee has been received. This fee is non-refundable and will go towards the full amount due, however will be forfeited in the case of cancellation.
- 2.3 Accounts will be sent on confirmation of booking and payment is required in full fourteen days prior to your event.
- 2.4 Additional charges may apply to extended trading hours.
- 2.5 Cancellations and booking adjustments must be made in writing (email is acceptable).
- 2.6 Date amendment requests made, with more than seven days notice, will not forfeit the hire fee however no refunds will be given and the hire fee will be credited to a new booking. The hire fee is forfeited if a cancellation is received within seven days of the booking date.
- 2.7 In the case of an alternate date request in place of a cancellation (made within seven days), it will be at Lords discretion as to whether the hire fee will be credited to the amended booking.

1. CENTRE RULES AND RESTRICTIONS

- 1.1 Lords maintains a 'smoke free' environment. Smoking is strictly prohibited inside the centre and outside the surrounding area.
- 1.2 All court bookings on Monday to Thursday must conclude at 5.30pm unless otherwise agreed.
- 1.3 Buses are prohibited from parking in the Lords car park. Please request bus parking information on application.
- 1.4 Signage and decorations are not to be displayed outside of your booking area without prior approval.
- 1.5 Event equipment such as music and or lighting equipment must be approved by Lords prior to your booking.
- 1.6 No activities (running, warm up etc) are permitted in the Lords walk ways.
- 1.7 No alcohol can be brought on the premises. Lords cafe is licensed and beverages may be purchased and consumed within the licensed area.
- 1.8 No external food may be brought in to the centre that has been commercially prepared. The Lords café offers catering options for events and bookings. All catering must be booked and confirmed 2 weeks prior to the booking/event with the Lords Café Team Leader.
- 1.9 In the event of an emergency evacuation, the function organiser must account for all his/her guests/participants and report to the Lords emergency response officer.

2. LORDS RESPONSIBILITIES

- 2.1 Lords will take every reasonable care and precaution to ensure that all utilities, services and equipment are in proper working order, but does not accept responsibility for breakdowns beyond their control.
- 2.2 Lords will provide the Hirer with clean and tidy facilities. Extra bins will be provided by Lords for large events.
- 2.3 Lords will not accept liability to any damage, theft or loss of items belonging to or the responsibility of the Hirer.
- 2.4 Lords reserves the right to close any function at any time due to breach of terms and conditions.

3. HIRER RESPONSIBILITIES

- 3.1 Hirers are responsible for any public liability in respect to their activity. (Lord's public liability will only cover injury, loss or damage as a result of any proven neglect or default of Lords).
- 3.2 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.
- 3.3 The Hirer is responsible for ensuring that all persons attending the said function only use the courts/areas that have been booked for the event. Additional charges may apply for use of areas not in the original booking.
- 3.4 The Hirer is required to start and finish on time. Failure to do so may incur additional charges.
- 3.5 Any persons or organisation dealing with children must have a valid Working with Children Check. Failure to do so will result in the cancellation of your booking.
- 3.6 Excluding court set up, set and clean up time must be included within your booking request. All areas must be left clean and tidy and all waste placed in the bins that are provided. Booking organisers are to provide their own cleaning equipment (where required). A cleaning fee may apply if the venue is left in an unsatisfactory condition.

4. POOL SPECIFIC INFORMATION

- 4.1 Lords does not have lifeguards on duty. Bookings will be declined if a hirer is unable to provide an activity supervisor qualified in aquatic rescue techniques approved by RLSSWA.
- 4.2 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.
- 4.3 Persons under 16 years of age must be supervised at all times and are not permitted to use the spa facility
- 4.4 All bookings are required to maintain and provide upon request an attendance list with each participants name along with the dates they are expected to attend.
- 4.5 Any spectators must sign in at the visitors sign in book at reception prior to entering the pool area.
- 4.6 A maximum of 14 spectators are allowed at any time and are not allowed to use the pool.
- 4.7 Appropriate swimwear must be worn at all time and children with nappies are required to wear swimming nappies.
- 4.8 No food shall be taken into the pool area.

5. DISPUTES

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