



THE WILLIS

WILLOUGHBY LEISURE

The Willis Recreation & Sports Centre Tennis Courts & Multi-Use Courts HIRE ENQUIRY FORM

Terms and Conditions

1. The hirer warrants that the application for hiring is made by an authorised person and acknowledges responsibility for payment of the hiring fee and for any liability which may arise from hiring an area at The Willis Recreation & Sports Centre.
2. The authorised person shall be responsible for crowd control, the behaviour of patrons at The Willis Recreation & Sports Centre and responsible for the control of noise volume. Failure to behave in an appropriate manner, as determined by The Willis Recreation & Sports Centre staff and or management will result in the individual or the group being asked to leave the premises. This may be escalated to the individual or group being banned from The Willis Recreation & Sports Centre, at management discretion.
3. Access to The Willis Recreation & Sports Centre Tennis Courts or other hired areas included is only permitted from the start of the hirer's booking time. Access to the facility prior to or after the booking time is not permitted. Where keys or access to the centre by other means is provided to hirers, it is the hirers responsibility to ensure the areas being hired or included in the hire are locked and secure after the booking time.
4. The hirer is to acknowledge on behalf of the hiring group that during all such times as on the premises of or included in any activity external to the premises which is organised, approved or endorsed by The Willis Recreation & Sports Centre, both property and person shall be at own risk and will not hold The Willis Recreation & Sports Centre liable for any personal injury or loss of property which may arise from negligence of The Willis Recreation & Sports Centre, its employees, agents, contractors, voluntary workers, other users of the facility or participants in the activities or spectators or other parties providing services through or in the facilities of The Willis Recreation & Sports Centre.
5. The hirer acknowledges that groups must adhere to the rules and conditions of entry for The Willis Recreation & Sports Centre and those specific to the area being hired or included in the hire.
6. The Willis Recreation and Sports Centre will be responsible for the condition of the nets, net posts, goals and other associated equipment. However it may be necessary for hirers to assist The Willis Recreation and Sports Centre with equipment set-up and pack down. This will be determined and agreed at the time of hire.
7. The hirer acknowledges that they are responsible for leaving the courts, grounds and function rooms utilised in a clean and tidy manner at the expiration of the time specified on the booking form. Failure to do so may result in further hire charges being applied. Council shall have the sole discretion to determine if this obligation has not been fulfilled.
8. The hirer must complete all documentation in full before the booking is confirmed.
9. Charges are set by The Willis Recreation & Sports Centre, as managed through Willoughby City Council. Prices are subject to annual increases.
10. Payment is required prior to the booking being confirmed, unless otherwise agreed by management.
11. The hirer must vacate the facility at the expiration of the time specified on the booking form. Failure to do so will result in further hire charges being applied.
12. Cancellations – a Casual Hirer as per the 'Hiring a Council Venue Insurance Requirements' document must provide 24 hours notice. A Permanent Hirer (4 or more weeks) as per the 'Hiring a Council Venue Insurance Requirements' document must provide 72 hours notice. There are no refunds, only credits on application.
13. Wash outs – ONLY the Management of The Willis Recreation & Sports Centre can declare a wash out. There are no refunds, only credits on application
14. The hirer shall not sub-let, transfer or lease any part of The Willis Recreation & Sports Centre.
15. The hirer shall not sell, dispose of or supply anything in The Willis Recreation & Sports Centre without prior written approval from the Centre Manager. Glass is not permitted in The Willis Recreation & Centre.

16. Alcohol is prohibited whilst on venue premises unless a consumption of alcohol permit is completed prior to the booking.
17. Appropriate clothing, especially footwear, will be worn at all times. Failure to comply will result in access being denied to the area.
18. Any damage to properties determined by management to be beyond reasonable 'wear and tear' must be paid for by the hirer.
19. Supervisor ratios must meet safety standards. At any point The Willis Recreation & Sports Centre reserves the right to request more supervisors be present for a booking.
20. First Aid is the responsibility of the hirer. Duty of care remains with the hirer.
21. The hirer will supply their own first aid kits.
22. The hirer must have a designated individual overseeing the group at all times. This individual must understand The Willis Recreation & Sports Centres evacuation procedure and is competent to complete this for the group they are supervising. I the undersigned understand and agree to all conditions of hire as itemised above. I understand management reserves the right to remove any individual or group for non compliance with any of the above conditions of hire.

If you require further information about booking a court, please phone (02) 9958 5799 or email bookings@willoughbyleisure.com.au