



Dry Programs

CONDITIONS OF HIRE

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 Willoughby Leisure Centre.
2. The authorised person shall be responsible for crowd control, the behaviour of patrons inside and around the centre and responsible for the control of noise volume. Failure to behave in an appropriate manner, as determined by 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 Centre, at management discretion.
3. Access to Willoughby Leisure Centre Sports Hall or other hired area 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. Access to the facility outside of the booking time is available through payment at the Customer Service desk. Hirers must ensure all patrons leave the facility and car park in a quick and quiet fashion.
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 Willoughby Leisure Centre, both property and person shall be at own risk and will not hold Willoughby Leisure Centre liable for any personal injury or loss of property which may arise from negligence of Willoughby Leisure 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 Willoughby Leisure Centre.
5. The hirer acknowledges that groups must adhere to the rules and conditions of the Centre and those specific to the area being hired.
6. Willoughby Leisure Centre is responsible for the set up/pack up of all equipment relating to the booking. This will be included in hire time however when possible previous set up will be organised.
7. Fees and charges include hire of most equipment. The hirer will return equipment to Customer Service. This must be in the same condition as prior to use. Any damage beyond reasonable wear and tear, as determined by management, will be charged to the hirer. **This will be charged at a minimum amount of \$100.00**
8. The hirer must complete all documentation in full before the booking is confirmed.
9. Charges are set by Willoughby Leisure 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 and refunds are not permitted. A transfer may be granted, at management discretion with a minimum of **72 hours** notice in writing. Outside of this time the booking is forfeited and monies are not refunded.
13. The hirer shall not sub-let any part of the Centre.
14. The hirer shall not sell, dispose of or supply anything in the Centre without prior written approval from the Centre Manager. Glass is not permitted in the Centre.
15. No Food or Drink (except water) is permitted in the area hired at any time, unless otherwise specified in writing from management. Alcohol is prohibited whilst on venue premises.
16. Appropriate clothing, especially footwear, will be worn at all times. Non-marking sports shoes must be worn inside the Sports Hall and appropriate joggers must be worn inside the RPM room. Failure to comply will result in access being denied to the area.
17. Any damage to properties determined by management to be beyond reasonable 'wear and tear' must be paid for by the hirer. Payment will be based on the quoted cost to repair or replace the item.
18. Supervisor ratios must meet safety standards. At any point Willoughby Leisure Centre reserves the right to request more supervisors be present for a booking
19. First Aid is the responsibility of the hirer. Willoughby Leisure Centre staff may assist when called upon however appropriate documentation must be completed. Duty of care remains with the hirer.
20. The hirer will supply their own first aid kits. Willoughby Leisure Centre may provide equipment and or assistance in event of an injury, as determined by the Duty Manager or Senior staff member. **NB Hirers must ensure their first aid kits include enough ice to attend to all incidents that may arise during the hire period.**
21. The hirer is required to inform the WLC of any medical conditions of participants prior to confirming their booking. The responsible person on the day of hire must notify the Duty Manager of any medical conditions or participants prior to commencing their scheduled hire.
22. The hirer must have a designated individual overseeing the group at all times. This individual must understand the Willoughby Leisure Centre evacuation procedure and is competent to complete this for the group they are supervising.
23. Payment is required upfront and at the time of booking for all casual hire requests
24. Permanent hirer payment terms are 30 days from date of invoice. If payment terms are not met additional charges may apply.
25. A permanent hirer is classified as a hirer that books a court for 10 consecutive weeks or longer.

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.

NAME:

SIGNATURE:

DATE:
