

# Facility Booking Application



## Section 1 – Applicant Details

Club/Group Name \_\_\_\_\_

Address \_\_\_\_\_ Postcode \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Contact \_\_\_\_\_ Position \_\_\_\_\_

## Section 2 – Facility Request (Please Tick)

**Kilmore Leisure Centre**  
White Street, Kilmore 5734 0600

- Indoor Pool Hire  
 Group Fitness Studio

**Seymour Sports and Aquatic Centre**  
Chitck Park, Pollard Street Seymour 5735 1500

- Indoor Pool Hire  
 Court Hire  
 Group Fitness Studio

**Outdoor Pools**

- Broadford 5735 1500  
 Tallarook 5735 1500  
 Seymour War Memorial 5735 1500

## Section 3 – Booking Request

- Regular Hire - Ongoing regular activity for a specific time period (eg weekly monthly)  
 Casual Hire - One off activity

Day	Date/s (eg. 1/6/18 - 30/6/2018)	Time (including set up and pack up eg. 6pm-8pm)	Equipment Required	Approximate number of people attending	Type of Event (eg. Swimming Program, Group Fitness Class, training)
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

3.1 Please provide information about your application including the purpose, requirements and any equipment you are proposing to use. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 3.2 Additional Information

- > Do you propose to erect portable structures or amusement devices?  Yes  No  
> Will you be charging entry fees or selling anything (eg tickets)?  Yes  No  
> Will you be using a PA system or amplified music?  Yes  No  
> Do you have any other requirements?  Yes  No

If YES please outline: \_\_\_\_\_

Depending on the nature of your application Mitchell Shire Leisure Services may require you to submit extra documents, forms or permit applications. Mitchell Shire Leisure Services will notify you of any further requirements.

#### Section 4 – Document Checklist

Please attach the following documents to your application:

- > Certificate of Currency of Public Liability Insurance
- > Certificate of Incorporation (if applicable)

#### Section – 5 Declaration

I am authorised to submit this application form on behalf of the club/group named in Section 1. The information I have provided is true and correct to the best of my knowledge. I accept the terms and conditions of use and understand the need to contact Mitchell Shire Leisure Services if any details change.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

On behalf of club/group) \_\_\_\_\_

#### PRIVACY DISCLAIMER

1. Personal information collected by council is used for municipal purposes as specified in the Local Government Act 1989 or other relevant legislation. The personal information will be used solely by council for these purposes and/or for directly related purposes. Council may disclose this information to other organisations, if required by legislation. The applicant understands that the personal information provided is for the above purpose and you may apply to council for access to or amendment of the information. Requests for access and/or correction should be made to Council's Privacy Officer. You agree that we may include your name and contact details on marketing lists and offer you goods and services by mail, telephone, facsimile, email or SMS. If you do not wish to be included in such lists please advise our staff.
2. If you do not agree to this Privacy Disclaimer, please tick this circle

#### Section 6 – Submitting Your Application

Please submit your application to Mitchell Shire Leisure Services via email or post.

Email: [leisure@mitchellshire.vic.gov.au](mailto:leisure@mitchellshire.vic.gov.au)

Phone: (03) 5735 1500

Post: Seymour Sports and Aquatic Centre  
Chittick Park, Pollard Street  
Seymour, Vic, 3660

#### Section 7 – Fees and Charges

Mitchell Shire Council introduces new fees and charges in 1 July annually

#### Stadium Hire Charges 2018 – 2019 GST Inclusive

<b>Peak Charges (per court per hour) 4pm – 10pm Monday to Friday and all day Saturday</b>			
Regular User/Association	Junior Club Regular User/Association	Casual User	Junior Club Casual User
\$33.80	\$25.60	\$36.90	\$27.70
<b>Off Peak Charges (per court per hour) 8am – 4pm Monday to Friday and all day Sunday</b>			
Regular User/Association	Junior Club Regular User/Association	Casual User	Junior Club Casual User
\$29.70	\$21.50	\$31.80	\$23.60
<b>After Hours Staffing (per hour)</b>			
Duty Manager	\$45.50		
<b>Pool Hire</b>		<b>Full Pool Hire</b>	
Per Lane (per hour)	\$41.50	Available on request	

#### Section 8 – Fees Payable

Number of Centre Instructor/s \_\_\_\_\_ Instructor/Student Ratio \_\_\_\_\_

Additional Information(e.g. medical conditions)

Payment Type:  Cash  Invoice Cost:

**Accepted on behalf of the Centre** Date \_\_\_\_\_ Signed \_\_\_\_\_

# Facility Booking Application



## TERMS AND CONDITIONS

Mitchell Shire Leisure Services reserve the right to accept or refuse any or all applications for meeting room hire.

### 1. PAYMENT

- All invoicing is calculated on the number of students booked and confirmed for each program if attendance figures are not provided by per hour room hire.
- Invoicing will be completed on a monthly basis by Mitchell Shire Council, and is payable within 30 days.
- Payment on the day is available at reception by cash, Credit Card, EFTPOS or cheque.

### 2. CERTIFICATE OF CURRENCY

- A current Public Liability Certificate of Currency must be provided to Mitchell Shire Leisure Services with the booking form to confirm your booking.

### 3. BOOKING DAY AND TIMES

- Days and times can be altered after the booking has been confirmed.
- Every effort will be made to accommodate the requested changes; however Mitchell Shire Leisure Services does not guarantee that we will be able to accommodate the requested changes.

### 4. PERSON IN CHARGE

- The responsible person MUST identify themselves to centre staff upon arrival and sign the group in.
- This person must make themselves available throughout the duration of the booking to centre staff.

### 5. SUPERVISORS AND SPECTATORS

- Supervisors MUST remain with the activity and be available to assist centre staff with participants as required.
- Parents watching the program are requested to watch the program from the seating areas provided to allow centre staff to organise and ensure the program success.

### 6. CANCELLATION BY HIRER

- If a cancellation is made to a booking within 7 days of event, a cancellation fee will be incurred:  
(i) Notification of cancellation of hire \$25 admin fee will apply.

### 7. PROGRAMS

- Programs or services currently provided by Mitchell Leisure Services will not be approved.

### 8. LOSS OR DAMAGE

- The Hirer agrees to reimburse Mitchell Shire Leisure Services for loss or damage incurred as a direct result of the activity in the designated area of hire within the reasonable control of, or in breach of this hire agreement, including but not limited to loss or damage to the building or equipment.
- The Hirer agrees to indemnify Mitchell Shire Leisure Services should any claim be made against the Hirer as a result of any physical injury or damage to property sustained by any member of the general public that arises as a result of any negligence on the part of the Hirer its employees, servants or agents.

- It is also agreed that the Hirer is required to have in force at all times a public liability insurance policy with a limit of indemnity of not less than \$10,000,000 that has the Hirer's interests noted and a certificate of currency of such insurance cover is provided prior to entering into this agreement.
- In addition, Mitchell Shire Leisure Services are required to ensure that all staff holds a current and approved qualification.

### 9. SMOKING, ALCOHOL AND MEDICATIONS

- Smoking and alcohol is prohibited at the venues.
- No glass containers or bottles are permitted at the venues.
- Mitchell Shire Leisure Services do not provide or administer any form of medication, in accordance with industry standards. It is the groups' responsibility to ensure all participants carry the necessary medication with them at all times

### 10. EMERGENCY AND INCIDENT PROCEDURES

- In the case of an emergency all guests must adhere to Mitchell Shire Leisure Services staff and follow all emergency procedures
- In the event of an accident, illness, injury or unforeseen circumstances beyond our control the Manager on Duty has the ability to evacuate the facility as required. All guests and staff must adhere to all directions by Mitchell Leisure Services Staff and follow all procedures as directed.

## CENTRE EVACUATION PROCEDURE

- **Please read and familiarise your group with the following emergency procedures**

## AN EVACUATION OF THE FACILITY IS NECESSARY WHEN THE FOLLOWING SITUATION OCCURS:

- People are endangered by their presence in the Centre.
- External factors impact the continued operation of the facility.
- Facility staff are unable to carry out emergency care while providing safe supervision of patrons.

## DURING THESE SITUATIONS YOUR COOPERATION IS REQUIRED AND WOULD BE GREATLY APPRECIATED.

When informed that an evacuation is underway please do the following:

1. Stop what you are doing and wait for a staff member.
2. Listen and follow all directions that the staff has provided including evacuation of a pool.
3. Stay calm, proceed safely to an emergency exit as directed by a staff member. From there, move to the evacuation point as directed by a staff member.
4. Wait at the evacuation point for further instructions by a staff member or emergency services personnel.