



Basketball Brisbane Inc.
16 Dixon St Auchenflower 4066
Phone 3371 0200
Fax 3870 3043

Dear Hirer,

Thank you for inquiring about the hire of our Facility.

Please find attached.

1. Conditions of Hire for perusal

NB: a copy of the completed **Application for Hire** document will be provided for your records.

2. An **Application for Hire** form to be completed and returned with your bond (if not already paid)

NB: *Tentative Booking is automatically cancelled if completed application form and bond are not received **within two weeks of mail out.***

FEE	CASUAL	PERMANENT
TOGGLE	\$100	\$100
BOND		
HIRE FEE	\$50/hour per court	\$40/hour per court
PA SYSTEM	On Application	On Application

Fees: all figures are GST inclusive
AND are reviewed quarterly

Return completed application form, a refundable key bond of \$100.00 and a copy of your public liability insurance policy to:

The Office Manager
Basketball Brisbane
16 Dixon St
Auchenflower Qld 4166

Should some aspect of hiring require further clarification, please submit a covering letter with your application and appropriate bond.

Yours faithfully,

Melina Gilson
Office Manager

BASKETBALL BRISBANE INC.
APPLICATION FOR HIRE

Please complete the following using separate lines for each occasion you wish to use the **Basketball Brisbane Indoor Sports Centre**.

Day/date Required	COURTS 1-4 CANTEEN <i>Please indicate</i>	Time Open	Time Close	Activity
1.				
2.				
3.				
4.				
5.				
6.				
7.				
Permanent Request (eg season)		Start date	End date	

NB: Payment for **casual hire and Permanent hirers** is to be a min of **7 days prior** to the event. All payments are to be either directly to the office or by mail by the due date.

CLOSING AT 10.00pm UNLESS SPECIAL ARRANGEMENTS ARE MADE.

DETAILS OF FUNCTION/ACTIVITY(S)

Name of Organisation: _____

Responsible Officer/Position: _____

Postal Address in Full: _____

Phone Numbers: Business: _____ Residence: _____ Mobile: _____

Function/Activity: _____

Description: _____

Note: For bookings a refundable key bond of \$100.00 should be returned with this application form **WITHIN TWO WEEKS** or the tentative booking will be **CANCELLED**.

A copy of your public liability insurance policy must be attached to this application otherwise the booking will not be approved.

I hereby make application for hire of Basketball Brisbane inc. Indoor Sports Centre, subject to the conditions of hire (attached) and the rental fees and charges indicated therein.

NAME: _____ POSITION: _____ (Please Print) _____ (Signature)
 (Signature of person accepting responsibility for the hiring organisation)

The facilities are the property of the Brisbane Basketball inc. First priority for use, in all cases, will be given to Brisbane Basketball activities. BBI will endeavour to provide hirers two (2) weeks notice prior to any function where access to the facility is required.

CONDITIONS OF HIRE

1. No alcoholic liquor may be brought on to the property and none may be consumed inside or outside the facility unless prior approval has been obtained. Food stuffs are not to be consumed in the court area.
2. No fastenings of any type will be made onto or into any part of the walls or floors. (No adhesive tapes, pins, staples, nails, screws etc) No chemicals or cleaning agents are to be applied to any of the floors without prior approval. Damage caused will be the responsibility of the hirer.
3. Hirers of the school facility shall be liable for any damage to any floor, structure of fittings during the hiring, and shall pay compensation accordingly. The facility has CCTV operating 24/7. It does not operate in the amenities areas.
4. ***Under no circumstances*** is smoking permitted in any facilities.
5. The facility shall not be used for any illegal or immoral purpose.
6. Hirers of the facility are required to restrict noise associated with any activity to a reasonable level.
7. Hirers of the facility are required to vacate the facility by 10.00pm, unless special arrangements are made.
8. The General Manager and/or representative shall have rights of access and attendance to the facility at any time during any period of hire.
9. Hirers must complete in writing an "Application for Hire" form. Such application will not be recognised until the form has been properly completed and lodged, together with the bond required.
10. Hiring shall be in accordance with charges listed on the "Application for Hire". However, such charges are subject to alteration without notice.
11. BBI accepts no responsibility for damage to vehicles parked within the grounds. The hirer is required to **ensure** that they are protected against unforeseen public liability claims to a minimum of \$10m in value. The hirer is required to attach a copy of your public liability insurance policy, (minimum \$10m required), to this application. Applications without such documentation will be not be approved and returned.
12. Toggles may be made available to the hirer. These must be organised for collection and electronic security procedures understood at least THREE (3) days prior to the use of the facility. Access keys/toggles are to be returned on the next day after the activity, where possible, unless alternative arrangements are made **OR** for permanent bookings, access keys/cards are to be returned within one week of the expiry of the hire agreement period. The General Manager reserves the right to refuse hire of the facility without explanation.
13. The hirer must provide supervision at all functions, and when required by BBI, police supervision must be provided.
14. In the event of any accident to any person or persons involved in the said use of the facility, I shall not hold, Brisbane Basketball the General Manager or any BBI personage casually involved in such use, legally liable to any claim for damages.
15. Any apparatus which may be necessary to move, must be moved at the expense and risk of the hirer and shall be replaced by such persons but no fixtures shall in any case be moved from their places without the consent of the General Manager.
16. BBI accepts no responsibility for the loss or damage of any equipment or other material brought to the facility by the hirer.
17. You are requested to inform fully all persons in your organisation who will be concerned with the function of the conditions you have agreed to on their behalf.
18. A refundable toggle bond of \$100.00 Casual or permanent hirer is payable with the application.
18. Excess rubbish (eg packaging etc) is to be removed from the premises entirely. Routine use waste is to be placed in the bins provided. Any additional cleaning required will be charged to the hirer and deducted from the bond. (Charge (\$30.00per/hour per cleaner)
19. No items may be stored in the facility area without prior approval of the General Manager.

20. Toggles to the Facility **MUST NOT** be copied or tampered with in any way.
21. Toggles to the Facility are the responsibility of the person signing the Application for Hire.
22. Access to the Facility is to be at the agreed times only. No other access permission is given or implied. Access is electronically monitored.
23. Hirer/Attendees who use the car park facilities do so at their own risk. BBI accepts no responsibility for loss or damage to any vehicles.

HIRE FEES (inclusive of GST and reviewed quarterly)

Refundable Toggle Bond (refer Clause 18)				\$100 casual / permanent	\$100
Casual					
Hire Fee	\$50.00 p/h per court	= \$50.00/hr	x _____ hours		\$
Sound Equipment	\$On Application				\$
Permanent					
Hire Fee	\$40.00p/h per court	= \$50.00/hr	x _____ hours		\$
Sound Equipment	On Application				

BBI REPRESENTATIVE		HIRER	
Office Manager:		Name of Hirer:	
Signature:		Representative's Name:	
Date:		Representative's Signature:	
		Date:	