

# STADIUM HIRE BOOKING FORM



## A. Hirer Details

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

Club/School: \_\_\_\_\_

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

Address: \_\_\_\_\_

Contact Number: (Mobile) \_\_\_\_\_

(Work) \_\_\_\_\_

Email: \_\_\_\_\_

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

Purpose of Hire: \_\_\_\_\_

Access Key/s: (No. Issued) \_\_\_\_\_

(Pick Up) \_\_\_\_\_

(Return) \_\_\_\_\_

## B. Stadium Hire Details

Dates	Times	Venue	Cost

Estimated Attendance: \_\_\_\_\_

Total projected hire charges: \_\_\_\_\_

**Booking security deposit** is payable with your application (refer clause 6 conditions of hire) and the **Access security deposit** is payable upon collection of the Access Key (refer clause 7 conditions of hire). **Access outside of business hours** will attract a fee of \$50 to open and close the venue. **Total charges** are payable not later than 14 days after the final date of hire.

## C. Booking application

*This is your booking application. The application requires the Stadium Manager's approval prior to being confirmed.*

I/We \_\_\_\_\_ apply to hire the Stadium, as described above. I/We recognise and accept my/our responsibility and obligation pursuant to Basketball SA rules and conditions of hire. My/our payment for the hire of the Stadium, in favour of Basketball SA is attached as a security deposit. In consideration of the Manager approving this Application, I/we \_\_\_\_\_ personally guarantee that the hirer's hire and the payment of hire charges pursuant to this Application.

Signature of Hirer: \_\_\_\_\_ Date: \_\_\_\_\_

## D. Approval

Basketball SA accepts your offer to hire the Stadium described above. In consideration of you complying with Basketball SA rules and the conditions of hire hereto and your payment of the hire charges, Basketball SA grants you a non-exclusive license to use the Stadium on the dates and during the times specified.

Signature of Stadium Manager \_\_\_\_\_ Date: \_\_\_\_\_

## E. Office use

Booking amount received: \_\_\_\_\_

Receipt no: \_\_\_\_\_

Hall Sheet No or Invoice No: \_\_\_\_\_

Access Key deposit: \_\_\_\_\_

Date: \_\_\_\_\_

## Conditions of Hire – Sports Centre

1. **Use of facilities:** The Hirer may use the Stadium for the stated purpose of hire only and for the hire dates and during the hire times specified. The Hirer will comply with all instructions given by approved authorised persons whether regarding the use of the Stadium or conduct or parking on Stadium grounds or otherwise. If the Stadium/s is not vacated at the end of the hire period an additional charge not exceeding a half day hire charge will be payable by the Hirer. Please note - Non-marking shoes must be worn on the timber sports floor of the Stadium. No type of skateboards, roller blades, roller skates or bicycles are permitted in the Stadium.
2. **Indemnity:** Entry onto the land and use of the Stadium is solely at hirer's risk. The Hirer/Responsible Person will indemnify the Basketball SA for all actions, suits or demands, costs and expenses it may incur or for which it may become liable arising out of or in connection with the hire the subject of this application, including any injury to any persons entering the Stadium as a result of or in connection with the Hirer's/Responsible Person's use of the Stadium.
3. **Guarantee:** The Responsible Person guarantees to the Basketball SA the due and punctual performance and observance of all the Hirer's obligations pursuant to the Application for Hire and Conditions of Hire and indemnifies Basketball SA against any loss, howsoever arising as a consequence of the Hirer's use of the Stadium or its failure to satisfy the Conditions of Hire.
4. **Public nuisance:** Basketball SA is empowered to control the Stadium and regulate the conduct of persons entering the Stadium. The Hirer's use of the Stadium will not create a public nuisance. Basketball SA may specify a time when the noise level of any live or prerecorded sound will be reduced. Basketball SA will terminate the Hirer's use of the Stadium if a public nuisance is created. A person must not fail to comply with a direction given to them by Basketball SA or other authorised person whilst in or near the Stadium or car park.
5. **Responsibility for damage:** The Stadium hired must be clean and undamaged at the end of the hire period. All damage to the Stadium and equipment will be the Hirer/Responsible Person's responsibility. If extra cleaning or repair of damage is required to return the Stadium or equipment to their pre-hire condition, that cleaning or repair will be arranged by Basketball SA and charged to the Hirer/Responsible Person.
6. **Booking deposit:** The Hirer/Responsible Person will pay a deposit of 50 percent of the total hire charges. The deposit may be used for extra cleaning or repair of the Stadium. The deposit balance will be refunded when the Stadium and/or equipment are returned to their pre-hire condition. Any monies expended in excess of the deposit will be payable by the Hirer/Responsible Person and be recoverable from them as a debt due to Basketball SA.
7. **Access security deposit:** The Hirer/Responsible Person will pay a security deposit of \$100 per key for a Stadium Access Key and Security Code (if required), which may be used to replace a lost or damaged key.
8. **Advertising material:** Display of advertising material is not permitted in the Stadium without permission of Basketball SA and the name of Basketball SA or the Stadium is not to be used in any material produced or disseminated by the Hirer, without permission being granted by Basketball SA or an authorised staff member.
9. **Changes to hire agreement:** The Stadium Manager must authorise any changes to this hire agreement in writing. If any change results in a cancellation of part of the hire, Clause 10 will apply.
10. **Cancellation:** Any cancellation of the hire agreement (in whole or in part) must be advised in writing. If written cancellation occurs not less than four weeks before the first hire date, all hire charges and the deposit (less a A\$20 booking fee) will be refunded. If written cancellation is received less than four weeks prior to the first hire date, the Hirer/Responsible Person will forfeit the booking deposit. Basketball SA may cancel the hire agreement at any time if detrimental circumstances arise, because regular Stadium Hirers will receive a discounted rate, if a major event or multi-day event requires the hire of the Stadium, bookings may be suspended for the duration of that event. Basketball SA reserves the right to cancel the booking if the Stadium is required, in which case all fees paid may be credited.
11. **Consumption of alcohol:** Alcohol will not be sold and/or consumed in the Stadium without the Stadium Manager's approval. If alcohol is to be sold and/or consumed, Basketball SA reserves the right to impose a fee for a liquor licence at the Hirer's/Responsible Person's expense. The Hirer/Responsible Person will ensure that all alcohol is consumed only within the location and during the times nominated by Basketball SA and the licence. The Stadium Manager's approval may be withdrawn at any time during the hire period if detrimental circumstances arise. Where a booth licence is required to be obtained, the Hirer/Responsible Person must undertake this application following written approval from the Stadium Manager. The Hirer/Responsible Person must provide a copy of the booth licence in such instances prior to entry for the event.
12. **Catering:** All catering arrangements require the Stadium Manager's approval and must be obtained in advance.
13. **Security:** The Stadium Manager may require the Hirer/Responsible Person to provide security measures in relation to the hire, the subject of this agreement, at the Hirer's cost.
14. **Evacuation:** In the event of an emergency situation the Hirer/Responsible Person is to follow the facilities Emergency Procedures (as provided) and must contact the Stadium Manager.
15. **Smoking:** Smoking is prohibited in and within 10 metres of the Stadium.
16. **Animals:** No animals are allowed in the Stadium unless, as required by the visually impaired.
17. **Services provided Basketball SA:** Basketball SA will provide electricity for light and power, water and access to available toilets during the hire period (provided electricity supply is available from public utilities).
18. **Injury or loss:** The Hirer is to insure against public liability for A\$10 million and produce a Certificate of Insurance when paying the balance of the hiring fee.
19. **Hirer's Equipment:** All property brought or placed upon the Facility by the Hirer, or any person, under or through it, shall be and remain at all times at the sole risk of the Hirer or that person. Basketball SA shall not be responsible for any loss or damage to any such property, whether occurring by accident, wilful act or omission, failure of electricity or other plant or equipment, the property of or supplied by Basketball SA. Equipment owned by Hirers or other persons associated with either the event or the Hirer shall be removed from the site immediately upon the conclusion of the event.
20. **Priority Bookings:** Basketball SA reserves the right to cancel any booking in the event of State, National or International events that coincide with minor bookings that have previously booked the facilities.
21. **Consumables:** No food or drink (except water and sports drinks) or chewing gum is permitted on the timber sports floor within the Stadium.