



Customer Number: _____

New Booking

Renewal

HIRE REQUEST FORM

Name of hirer or organisation: _____

Address: _____

Postcode: _____

Contact Person: _____ Date Of Birth: ____/____/____

Mobile: _____ Alternate Phone: _____

Email: _____

FAIRFIELD LEISURE CENTRE (Prices valid 1 July 2022 to 30 June 2023)

SQUASH (\$18.50 per hour)

SPORTS HALL

¼ (\$30 per 55 mins) ½ (\$57 per 55 mins) FULL COURT (\$88 per 55 mins) Disability Group (\$36 per 55mins)

Badminton

Volleyball

Basketball

Futsal

Other _____

FAIRFIELD YOUTH & COMMUNITY CENTRE (Prices valid 1 July 2022 to 30 June 2023)

COURT HIRE ¼ (\$30 per 55 mins) ½ (\$57 per 55 mins) ONE (\$88 per 55 mins) TWO (\$170 per 55 mins)

Disability Group (\$36 per 55mins)

Badminton

Table Tennis

Volleyball

Basketball

Futsal

Netball

Other _____

Day of week: _____

Requested dates: From ____/____/____ to ____/____/____

Requested time: _____ am/pm to _____ am/pm

Preferred Court Number: _____

Number of attendees: _____

Organisations are required to supply a copy of their Public Liability Insurance with their Hire Request Form

NOTE THIS IS ONLY A REQUEST FORM - NOT A CONFIRMATION
Your request will be confirmed within five (5) business days

Prior to signing this form, I acknowledge that if my request is confirmed, that I have read and understood and agree to abide by the Fairfield City Leisure Centres Terms and Conditions of Entry and the TERMS AND CONDITIONS OF HIRE on the reverse of this form.

Applicant Signature: _____

Date: _____

STAFF USE ONLY

Date Received: ____/____/____

Staff: _____

Form emailed to bookings co-ordinator

Public Liability Insurance received

TERMS AND CONDITIONS OF HIRE

- Bookings will only be considered and confirmed via completion of HIRE APPLICATION form.
- On arrival for each booking please report to the reception to confirm your attendance.
- A receipt is your confirmation of the booking.
- Permanent bookings can be made for up to 12 months, however, must be re-confirmed every three (3) months.
- Fairfield City Leisure Centres must be provided with details of any changes to the nominated contact person of all permanent bookings.
- Once a permanent booking has been confirmed, the hirer must pay prior to use on each occasion.
- **In the event of a change or cancellation of a confirmed date/time of a permanent booking, 24 hours' notice is required. Email leisurecentres@fairfieldcity.nsw.gov.au (preferred option). Cancellation within 24 hours of the confirmed time of booking will result in a fee equivalent to 50% of the total booking that is payable prior to commencement of next booking.**
- All registered groups, companies or organisations must provide a copy of a current public liability insurance cover that names Fairfield City Council (FCC) as an additional insured (minimum \$10 million dollars). In addition, all persons instructing participants to take part in an activity (eg. dance instructor) must provide a copy of current Professional Indemnity insurance and current accreditation where applicable. These policies must be produced prior to application being approved.
- The hirer must be a responsible person, 18 years or older who will be held liable to FCC for the cost of the repair of any damage or breakage to any part of the building, premises, fittings or furniture, appliances or apparatus during the term of the function. The hirer shall report any breakages or problems to FCC as soon as possible.
- Any additional cleaning costs incurred are the responsibility of the hirer.
- The hirer is responsible for the behaviour of persons associated with their event. Foul or abusive language will not be tolerated.
- Fairfield City Leisure Centres and Fairfield Youth & Community Centre are smoke and alcohol free zones. The hirer is responsible for enforcing this policy with fellow users.
- FCC or any of its officers shall not be liable for any loss or damage suffered by the hirer.
- FCC reserves the right to refuse any booking or cancel a booking by providing as much notice as is practicable.
- All engagements are accepted conditionally upon compliance by the hirer with requirements of Places of Public Entertainment Regulations there under or any relevant act or regulation.
- The onus is on the hirer to ensure volunteer workers, students, sub-contractors and employees observe the Conditions of Hire and have been inducted according to FCC's induction process.
- Children under the age of sixteen (16) years must be accompanied by an adult at all times.
- The hirer must comply with any direction given by authorised FCC officers.
- The hire times as prescribed on the application form must be strictly adhered to.
- The hirer shall, as soon as practicable, inform FCC in writing of the occurrence of an event that may give rise to a claim under a policy of insurance and shall ensure that the FCC is kept fully informed of subsequent action and developments concerning the claim.
- If the hirer fails to abide by the terms and condition or fails to remove any person who has committed any break of these conditions from the ground/area hired, this agreement may be terminated forthwith by FCC without any liability being incurred by FCC and any monies held by FCC shall be forfeited to it.