



Customer Number: \_\_\_\_\_

New Booking

Renewal

### HIRE REQUEST FORM

Name of hirer or organisation: \_\_\_\_\_

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

Postcode: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mobile: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

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

#### FAIRFIELD LEISURE CENTRE (Prices valid 1 July 2024 to 30 June 2025)

SQUASH (\$20.50 per hour)

#### SPORTS HALL

¼ (\$32.50 per 55 mins)  ½ (\$62.50 per 55 mins)  FULL COURT (\$95 per 55 mins)  Disability Group (\$41 per 55mins)

Badminton

Volleyball

Basketball

Futsal

Other \_\_\_\_\_

#### FAIRFIELD YOUTH & COMMUNITY CENTRE (Prices valid 1 July 2024 to 30 June 2025)

COURT HIRE  ¼ (\$32.50 per 55 mins)  ½ (\$62.50 per 55 mins)  ONE (\$95 per 55 mins)  TWO (\$184 per 55 mins)

Disability Group (\$41 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: \_\_\_\_\_

**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 Name & initials: \_\_\_\_\_

Date Received: \_\_\_/\_\_\_/\_\_\_

Staff: \_\_\_\_\_

Booking form sent

Public Liability Insurance received

Booking form returned

Confirmation Sent

## 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 six (6) months. This will be reviewed 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, 48 hours' notice is required. Email [leisurecentres@fairfieldcity.nsw.gov.au](mailto:leisurecentres@fairfieldcity.nsw.gov.au) (preferred option).**
- **Cancellations made more than 48 hours in advance will not be charged.**
- **Cancellations made between 24 and 48 hours in advance will be charged 50% of the booking rate.**
- **Cancellations made less than 24 hours in advance will be charged the full cost of the booking.**
- **Cancellation limit: only ONE (1) cancellation per booking/per calendar month will be permitted. This applies regardless of the booking cancellation notice period.**
- **Exceeding cancellation limit: any cancellations beyond this limit will incur a full charge regardless of the notice period.**
- Non-payment: failure to make payment of overdue bookings could result in the cancellation of the permanent 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 ten (10) 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.