



Event Booking Agreement

Updated November 2019

The agreement shall only be binding once both parties have signed the agreement form

Business Name & <u>ABN</u>	
Name of Contact	
Address	

Phone No.	Hm:	Bus:	Mob:
Driver's License No.			Expiry Date
email			

Signature of Hirer _____ Date _____

Section of Club Being Hired	Main gym, upstairs hall & kitchen are included						
Hiring Day(s)	MON	TUE	WED	THU	FRI	SAT	SUN
Approx no of people at venue							
Starting Time							
Finishing Time							
Total Hrs/Day							
Booking rate:	\$50 booking fee plus \$220 for the first 2 hours. Additional time \$66 per hour thereafter (charged per 30 minute intervals).						

Details of Club Equipment/Apparatus' to be used:

Signature of Club Representative approving equipment	
Type of Event	
Date of Event	
Total Fee for Event	
Key Deposit required	
Insurance Company	
Policy Number & Expiry	
Public Liability Sighted	Yes/No

Signature of Club Representative _____ Date _____

Hire Conditions (Must be signed)

As the licensed Hall Hirer responsible for activities held within the Club House and Grounds of the Springwood and District Citizens Boys and Girls Club, during approved session times, you must meet the following requirements in regard to your conduct during any such activity or event:

Hire Conditions

1. The hirer must have their own public liability insurance, which must be sighted and signed by the club's representative before use of the club's premises can begin.
2. The hirer will only occupy the allotted space on the premises for the time period as agreed in the booking agreement.
3. The hirer will not enter the hall at any other time, except to attend other SGABGC club related activities or activities run by another hall hirer.
4. If a key is provided, it is NOT to be given to any other individual at any time and must be returned within 1 week of the conclusion of the Hire period.
5. The kitchen is not to be used, unless it has been included in the booking agreement.
6. The hirer will provide their own First Aid Kit and treatment in the event of any injury to persons who are associated with the hirer's activity.
7. All hall facilities must be left in the same state of cleanliness as found at the beginning of the session.
8. Club equipment other than the stereo system and crashmats in the main gym area are not to be used. Usage of any additional equipment will only be allowed, if allocated as part of the booking agreement and subject to confirmation of accreditation and insurance for usage. There is no equipment supplied for the upstairs hall.
9. The hirer must ensure no footwear and/or inappropriate equipment are used on the sprung floor, unless otherwise agreed to in the booking agreement. At no time, are shoes worn into the premises allowed to be used on the sprung floor area or any equipment.
10. The hirer must pay for any damage to club property or another Hirer's property occurring during the hirer's session.
11. It is the responsibility of the hall hirer to ensure that there is NO SMOKING AND/OR ALCOHOL ALLOWED ON THE PREMISES OR ANYWHERE ON THE GROUNDS..
12. On vacating the premise when required to lock up, all lights must be switched off, emergency doors securely locked all windows closed and locked, the front door locked and all gates shut and padlocked.
13. The Hirer must adhere to the policies and codes of conduct as advertised on the clubs website. www.sbagc.com.au. It is the responsibility of the hirer to ensure that all participants and spectators adhere to these guidelines also.
14. The hirer agrees to pay the full amount of the invoice issued for the booking by the due date, or an additional \$20 late fee will be applied.
15. The Hirer must provide four weeks advanced written notification of any changes to the Hall Hire agreement in order to be eligible for a refund of charges paid.

Contractual Agreement

I the undersigned hirer, as named above agree that I will abide by the conditions of hire, which are set out above and as per the policies provided on the Springwood Boys & Girls website www.sbagc.com.au

I agree that failure to comply with any of the conditions will lead to the cancellation of this agreement and/or additional charges.

Signature of Hirer _____ Date _____