

Booking Form



APPLICANT DETAILS

Contact Name: _____
 Organisation: _____
 Student/Staff: _____ Contact Number: _____
 Address: _____ Postcode: _____
 Email: _____
 Rate Request: Murdoch Student Club Murdoch Student Murdoch Staff Public



BOOKING DETAILS

Type of Event: Training Competition Special Event Academic Class
 Other: _____
 Person In Charge: _____
 Approx. Number of Participants: _____ Spectators: _____ Paid Admittance
 Reoccurs: Daily Weekly Fortnightly Yearly Other: (below)
 Other: _____
 Booking Starts: ___/___/___ :___ am/pm Booking Ends: ___/___/___ :___ am/pm

| DAY | DATE | SESSION ONE | | SESSION TWO | |
|-----------|------|-------------|--------|-------------|--------|
| | | START | FINISH | START | FINISH |
| Monday | | | | | |
| Tuesday | | | | | |
| Wednesday | | | | | |
| Thursday | | | | | |
| Friday | | | | | |
| Saturday | | | | | |
| Sunday | | | | | |



FACILITY HIRE

| INDOOR | | OUTDOOR | |
|--------|----------------------------------|---------|----------------------------------|
| QTY | NAME | QTY | NAME |
| | Badminton Court | | Basketball Court (FULL/HALF/QTR) |
| | Basketball Court (FULL/HALF/QTR) | | Futsal |
| | Futsal | | Netball Court |
| | Gaming Hub (STATIONS) | | Tennis Court |
| | Group Fitness Room | | Volleyball Court |
| | Netball Court | | |
| | Tennis Court | | |
| | Volleyball Court | | |

Equipment Required*: _____



IMPORTANT

PLEASE ENSURE that the signed Booking Conditions page accompanies this Application form. Forms received without the signed Booking Conditions will not be processed.

NOTE: This form is only a request for a booking. Murdoch Active has the right to reject this application. Booking is only confirmed on written advice from Murdoch Active.

*Equipment hire will incur an equipment hire fee.

Booking Conditions

1. A booking is not confirmed until written confirmation is received by the HIRER from Murdoch Active and any relevant bond is received. The HIRER may be required to present the written booking confirmation when attending their booking.
2. The HIRER must be over 18 years of age.
3. The HIRER is responsible for set-up and pack-down of equipment and the booking time is inclusive of set-up and pack-down time. The HIRER agrees to start pack-down of the court five (5) minutes prior to the ending of their booking to ensure a timely exit once the booking has concluded.
4. The HIRER agrees to return all equipment to its correct storage area at the end of each booking.
5. Payment must normally be made in advance for all single use bookings, or may be invoiced only by prior agreement.
6. Invoices will be provided for Murdoch Active affiliated clubs' annual and seasonal bookings. Invoices will only be provided for external bookings if arranged and agreed prior to booking.
7. Invoices must be paid within the timeframe detailed in the invoice document.
8. The HIRER may, at the discretion of Murdoch Active Facilities Manager, be required to pay a Facilities Bond, which will be held in respect of any extra cleaning or repairs/ restitution works required after the booking, but which will be fully refundable if no such issues are identified to the HIRER within 24 hours of the booking.
9. The HIRER shall not, without express written consent, use the facility for activities deemed to conflict with the programs and services offered by Murdoch Active.
10. Murdoch Active reserves the right to refuse hire to any individual or group without citing a reason.
11. Murdoch Active reserves the right to suspend / alter any booking. Murdoch Active reserves the right to close facilities at any time due to weather conditions or urgent maintenance needs. Advance notice will be given where possible and a refund negotiated.
12. The HIRER is solely responsible for the conduct of all persons at the facility during the hire period.
13. Footwear appropriate to the venue is required to be worn at all times by all participants and spectators. Murdoch Active reserves the right to refuse entry to people wearing inappropriate footwear.
14. The consumption of alcohol at any Murdoch Active facility is not permitted without prior consent. Alcohol may only be sold for consumption on a University site with prior approval from Murdoch University Security and when an appropriate liquor license, as issued under the Liquor Control Act, is obtained by the HIRER and a copy supplied to Murdoch Active at least 21 days prior to the booking. If liquor is not being sold, an application to consume alcohol on campus must be submitted at least 7 days prior to the event. Failure to supply these documents will result in the booking being cancelled.
15. The HIRER will not sell, offer, or permit to be sold any food or drinks without the express permission of Murdoch Active Facilities staff. The HIRER shall obtain any necessary permits and licenses from local council and agencies as required by law and provide evidence of these within 7 days of the booking.
16. All third party suppliers and services must be authorised by Murdoch Active prior to the booking date, and must obtain necessary permits, and licenses from local council and agencies as required by law and must complete the Murdoch University Contractor Induction process.
17. The HIRER shall assume responsibility for the booked area of the facility for the booking period. The HIRER will not re-hire or sub-let any part of the venue to any other party.
18. Murdoch Active will maintain the facility in a clean and safe state. The HIRER shall ensure all competitors, officials, users and spectators keep facilities and associated change rooms, toilets and showers in clean and tidy conditions. The HIRER must leave the hired area in a clean, litter-free and undamaged condition. Any additional cleaning needed will be charged to the HIRER.
19. No person in any way shall damage, deface or mark any part of the facility, or any object located near it. Any expense that, in the opinion of Murdoch Active, is incurred as a result of such damage will be payable by the HIRER.
20. Murdoch Active will use its best endeavours to ensure equipment is safe for use. It is the HIRER's responsibility to check equipment prior to use and report any potential safety concerns to the Murdoch Active.
21. It is the HIRER's responsibility to provide first aid support to participants and be familiar with first aid procedures for the venue.
22. The HIRER will indemnify Murdoch Active and the Murdoch University against all claims, losses, actions, damages, costs and expenses whatsoever, including personal injury, or death, or damage to any property, to the extent arising from the use of the facility and any equipment during the hiring, or caused directly or indirectly by an act or omission of the HIRER or any other person or by the HIRER's failure to comply with these terms.
23. Murdoch Active adopts a proactive approach to Safety and Health. The HIRER should appoint a designated warden who is familiar with the emergency response for the venue. In the event a Murdoch Active Staff member is not present, the designated warden should manage any emergency or evacuation situation. The HIRER shall obey any and all instructions given by Murdoch Active and its agents as to use of and access to and from facilities.
24. The HIRER is required to notify Murdoch University Security immediately if any injury, incident or Murdoch University property is damaged by calling 9360 6262. If any injury occurs to a person under the direction of the HIRER, the HIRER must complete an Injury Report Form, communicate the situation immediately to Murdoch Active staff and ensure the completed form is provided to Murdoch Active at the earliest opportunity.
25. At no time shall the facility be used for any illegal purpose and HIRERS are fully responsible for upholding laws of Western Australia, local council regulations and University by-laws.
26. A minimum of 48 hours' notice is required for a cancellation. Bookings canceled within 48 hours of the booking time will require 100% of all fees to be paid by the HIRER. Bookings canceled between 2 and 7 days prior will attract a 50% fee to be paid by the HIRER if in the opinion of Murdoch Active the booked space is unlikely to be re-booked. Bookings canceled outside 7 days will not attract any fees unless the booking is considered a major event (full day or more) where the venue is unlikely to be able to attract another booking to replace the planned event (in which case the HIRER will be responsible for 50% of the total fee).
27. The HIRER agrees to abide by any rules or laws that are applicable where sound is involved, including necessary copyright licenses for use of music in public places, and noise regulations, and to indemnify the University against all loss, expense or liability arising out of any breach of this clause.
28. Smoking is not permitted at any time on any Murdoch University grounds or in any Murdoch University buildings.
29. No vehicles or unauthorised equipment is allowed on grounds or courts without express permission of Murdoch Active Facilities staff.
30. The HIRER, other than when hiring as an individual for a casual booking, shall obtain current public liability insurance to an amount no less than \$20,000,000 for each occurrence and supply a copy of the Certificate of Currency to Murdoch Active on demand.
31. The HIRER shall not use the Murdoch Active logo, Vikings logo or any other logo associated with Murdoch Active or the University without the written consent of Murdoch Active and/or the University.
32. No poster, placard, sign or advertisement shall be placed, painted or affixed anywhere within/ around the venue without prior approval of Murdoch Active Facilities Manager. Murdoch Active reserves the right to remove any non-compliant signage.
33. The HIRER agrees to be present AND provide identification at each booking in order to get the advertised discounted rate should they qualify. Failure to present identification will result in the full public rate being charged. The discounted rate only qualifies for own personal use of the HIRER and not for a commercial operation.



SIGN HERE

I have read the Murdoch Active TERMS AND CONDITIONS and AGREE TO ABIDE BY THE ABOVE:

Name: _____ Phone: _____

Signature: _____ Date: ____/____/____