

NORTH PARK COMMUNITY SPORTS CENTRE

CONDITIONS OF HIRE

The North Park Community Sports Centre has partnered management arrangements in place between Northern Grampians Shire and Swifts Football Netball Club.

Key Contacts:

Swifts FNC President Peta Folkes - 0488 318 584

Northern Grampians Shire - Customer Service 5358 8700

Set up and clean up

It is the responsibility of the booking organisers to set up and clean up before and after use of the facilities. Fees will apply if not done.

Insurance

Please provide a copy of your organisation's appropriate Insurance Policy, Certificate of Currency or proof of Public Liability Insurance.

Booking cancellations

Council must be advised of all cancellations in writing no less than 7 days prior to the function.

Non compliance

In addition, Council will impose non-compliance charges for failure to comply with the conditions as set out in the Conditions of Hire. The Conditions of Hire provide an undertaking from the hirer to pay for any damage to Council facilities during the function, or non-compliance charges as staged within these conditions. Failure to pay any charges as invoiced may result in the refusal of future use of Council facilities.

NON COMPLIANCE CHARGES

Lost fob	Cost will be calculated and invoiced
Failure to turn off electricity, gas heating and or cooling	Cost will be calculated and invoiced
Damage (cost of repair and/or replacement plus administration charge)	Cost of repair and/or replacement plus administration charge
Waste disposal	As determined by Council
Failure to lock doors	Any fees incurred will be passed on
Insufficient clean-up of facilities	Cost will be calculated and invoiced

CONDITIONS OF HIRE

1. An invoice for the hire fee will be posted/emailed and must be paid within in the timeframe specified on the invoice. In exchange for payment, you will be allowed to use the North Park Community Sports Centre and normal property furnishings during the period when the Hire Agreement applies.
2. You must keep the property clean and tidy and in good repair and condition and leave it that way at the end of each time of hiring.
3. No chairs or other equipment are to be removed from the property without prior consent.
4. The fire doors are to remain free from obstructions at all times.
5. When you leave the property, all rubbish must be appropriately disposed of and everything used must be cleaned and returned to its original place of storage.
6. You must cover and reimburse Council for any losses or damage incurred as a result of using the facility, including any claim made against Council by you, anyone connected with you, or anyone who attends the property as a result of your use of it.
7. You must not allow anything to be done which might be of nuisance to, or damage the property of, the Council or the owners or occupiers of any other property in the neighborhood, or which might adversely affect the insurance of the property.
8. Council may designate a particular part of the property, which is the only part you are entitled to use throughout the term of the Hire Agreement.
9. The Hire Agreement under no circumstances is to be considered neither a lease nor any other act and that this Hire Agreement confers no statutory rights of security of tenure conferred by relevant legislation.
10. No 18th Birthday Parties are to be held at North Park Community Sports Centre.

HIRE AGREEMENT

To be read and signed by the authorised applicant / organisation representatives.

- a) All details provided are accurate and true and I/we are authorised to act on behalf of the applicant/organisation.
- b) The function will be organised and managed as I/we have described unless advised otherwise by the Northern Grampians Shire Council and/or its authorities.
- c) By signing the Application form/Hire Agreement the applicant accepts the Conditions of Use.
- d) I understand that the Application will constitute approval and confirmation will be given within 14 days of lodgment.
- e) I hereby acknowledge receipt of the Evacuation Instructions (final page of application form), and I am fully aware and accept the conditions as set out in that document.
- f) In the event of an emergency whereby North Park is to be used as a Community Fire Refuge or Relief Centre for the township of Stawell and/or surrounding townships, the applicant and organisation of this hire agreement must relinquish the hire of all of the facilities so as to cater for the needs and best interests of evacuated people and emergency management personnel.

Applicant / Organisation: _____

Contact personnel for event

Full name 1: _____

Full name 2: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

PRIVACY STATEMENT

Personal information requested on this form will only be used by Council for the purposes of processing your hall hire application and will not be disclosed without your consent except where authorised by law. You have the right to seek access and correction of your personal information.

Evacuation instructions

- Prior to their function, organisers must acquaint themselves and their helpers with the location of smoke sensors, particularly in the kitchen areas.
- Organisers are responsible for familiarising themselves with the evacuation plan and fire notices posted at the facility.
- In the event of an emergency, organisers are responsible for the safe evacuation of all patrons as per the evacuation plan. Please ensure that people with special needs are adequately catered for.
- Organisers are responsible for ensuring that all patrons are aware of the evacuation plan before the event begins.

Example of public announcement prior to commencement of function:

May I have your attention please? In the event of an emergency, please leave the building quickly and safely via the nearest exit and make your way to the designated assembly point. You should wait there until the appropriate emergency authority has given the all clear to return to the building.