

90 South Lake Drive  
SOUTH LAKE WA 6164  
PO Box 5130  
SOUTH LAKE WA 6164



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## BOOKING APPLICATION

Please understand that this form is an application only. All applications must be lodged in writing.  
Bookings will be confirmed in writing prior to your booking date.  
The Terms and Conditions on the reverse side of this form must be read.

Organisation/Individual's Name: \_\_\_\_\_

Activity/Event to be Held: \_\_\_\_\_

Booking Date/s: \_\_\_\_\_

Booking Start Time/s: \_\_\_\_\_

Booking Finish Time/s: \_\_\_\_\_

Do you require the facility during the school holidays? Yes / No / NA (please circle)

Area/Room Required \_\_\_\_\_

Additional Requirements (indicate number required):

Tables \_\_\_\_\_ Chairs \_\_\_\_\_ Other \_\_\_\_\_

No. of Participants: Children: \_\_\_\_\_ Adults: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

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

\_\_\_\_\_ Post Code: \_\_\_\_\_

Facsimile: \_\_\_\_\_ E-mail: \_\_\_\_\_

### DECLARATION

I/We agree to the terms and conditions of hire as set out from time to time by the Management of the South Lake Leisure Centre and in the event of a cancellation, I understand that the deposit (if applicable) may not be refunded.

I/We agree to observe and be bound by the Terms and Conditions of Hire should my application be accepted. I/We acknowledge and declare that at all such times as I/we are on the premises or its surrounds, both my/our property and my/our person shall be at my own risk. I/We acknowledge that all debts owed in relation to the above booking, including any additional charges, are my/our responsibility and that all expenses incurred in recovery of any debt owned are my/our responsibility.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

OFFICE USE ONLY	OFFICE USE ONLY
Date Received: _____	Hire Fee: _____ Bond: _____
Booking Approved: Y N	Payment Conditions: _____
Date Entered: _____	Signature: _____
Confirmation/Terms & Cond Sent: _____	Date: _____

# TERMS & CONDITIONS OF HIRE

## South Lake Leisure Centre

1. **Applications/Bookings**
  - 1.1 The South Lake Leisure Centre reserves the right to refuse an application.
  - 1.2 Bookings will be taken up to 6 months in advance.
  - 1.3 Booking Application Forms must be correctly completed and signed by the hirer.
  - 1.4 Booking applications must allow set up and pack up times within the booked time slot.
2. **Hire Fees**
  - 2.1 Facility hire costs and bonds are in accordance with the City of Cockburn's current Fee Schedule.
  - 2.2 The Management of the South Lake Leisure Centre reserves the right to vary or waive the hire fees.
  - 2.3 Cancellations made less than 2 weeks before the booking date will forfeit their deposit (if applicable).
  - 2.4 The hirer may make an application for a transfer to another date without forfeit of their deposit, depending on facility availability.
  - 2.5 Additional charges may apply for use of equipment, additional supervision, excess cleaning and bookings held beyond normal opening hours.
3. **Regular Users**
  - 3.1 All time booked will be paid for. Cancellations of all or part of a booking must be given 1 weeks notice in advance, in writing.
  - 3.2 Regular users will make payment of hire charges on a monthly basis. Payment due within 7 days.
  - 3.3 Regular users must make a separate application for one off events.
  - 3.4 All hire agreements will be reviewed in December and June of each year.
4. **Bonds/Deposits**
  - 4.1 A bond as per the Fee Schedule will apply depending on the nature of the booking.
  - 4.2 The bond is held against items including damage to facilities or equipment, additional cleaning requirements and breach of the Terms and Conditions of Hire.
  - 4.3 The hirer will be liable for costs for damage in excess of the bond.
  - 4.4 The bond will be refunded within 15 days.
  - 4.5 A deposit may be required at the time of making an application to secure your booking.
5. **Restrictions**
  - 5.1 Noise levels must comply with the Environment Protection (Noise) Regulations 1997. Further advice may be obtained from the City of Cockburn Environmental Services on 9411 3442.
  - 5.2 Set up and clean up time is to be included within the booked time.
  - 5.3 Additional restrictions may apply depending on the activity undertaken.
6. **Hirers Responsibilities**
  - 6.1 Hirers must show respect and common courtesy for other users within the Centre or persons in nearby premises.
  - 6.2 The hirer is responsible for the behaviour of all persons attending said function or activity.
  - 6.3 Every person using the complex premises shall obey all reasonable directions of the Manager or Deputy Or an Attendant with regard to such use.
  - 6.4 Hirers are responsible for the insurance of their own equipment or supplies, which are stored or left at the Centre.
  - 6.5 Hirers are responsible for any public liability in respect of their activity. (South Lake Leisure Centre's public liability will only cover injury, loss or damage as a result of any proven neglect or fault of the Centre).
  - 6.6 A Liquor License is required when liquor is sold or provided under a door cover charge. The Liquor License is the responsibility of the hirer, subsequent to permission being granted by the South Lake Leisure Centre for liquor to be consumed on the premises, according to the Liquor Licensing Act 1988 Section 19(1).
  - 6.7 At the conclusion of the hire period, the hirer shall leave the facilities in a clean and tidy condition, remove excess rubbish and ensure all equipment (including floors) are cleaned and returned to the appropriate area.
  - 6.8 Additional charges may apply should the South Lake Leisure Centre need to undertake additional cleaning, or repair of any breakages and/or damage at the conclusion of the hire period.
7. **South Lake Leisure Centre Responsibilities**
  - 7.1 The South Lake Leisure Centre will take every reasonable care and precaution to ensure that all utilities, services and equipment are in proper working order, but will not accept responsibility for breakdowns beyond their control.
  - 7.2 The South Lake Leisure Centre will make every effort to provide the hirer with a clean and tidy facility.
  - 7.3 The South Lake Leisure Centre is not responsible for any damage, theft or loss of items belonging to, or the responsibility of the hirer.
8. **Supervision of Children**
  - 8.1 Children under the age of 10 years must be supervised by an adult at all times.
  - 8.2 Group bookings in the aquatic area are required to have a minimum of one adult supervisor for every 10