



# Venue Hire Terms and Conditions

## LeisureFit Melville - Terms and Conditions

---

1. All hire groups must ensure that they have their own Public Liability insurance for a limit of no less than \$10,000,000 covering their liability in respect of:
  - I. loss of, damage to, or loss of use of, any real personal property; and
  - II. the bodily injury of or illness to, or death of, any person arising out of or in connection with the Hirers activity.
2. The City of Melville has strict parental supervision guidelines; all user groups must follow these guidelines. An adult must directly supervise all children under the age of 11.
3. All regular or casual booking applications must sign and return a venue booking form prior to commencement of hire. All bookings are considered provisional until confirmed in writing by management.
4. All regular or casual bookings must pay upon making a booking.
5. A cancellation must be received, in writing by completing our cancellation form, no less than 7 days prior to the booking date. Payment will be required outside of this timeframe.  
No changes to bookings within 48 hours of booking start time
5. If you are planning on using music whilst you are utilising our facilities, you will require the appropriate music licence/s through the Phonographic Performance Company of Australia (PPCA) & the Australasian Performing Right Association (APRA). It is the applicant's responsibility to ensure that their program/service is licensed appropriately.
6. Long term / On-going bookings will be invoiced monthly or by the school term.
7. Management reserves the right to cancel any regular or casual booking.
8. Management reserves the right to request the use of the facility, should it be required for special purpose or one-off events.
9. Please note that setting up and clearing away must be done within the time of hire stated on the venue booking form. Should your group continue beyond the time stated, an extra hire charge will incur (15 minute segments will apply).
10. After hours booking requests. Should your booking requests for afterhours is approved, a duty officer rate per hour will apply to your booking.
11. All areas must be left in clean and tidy, with all equipment returned to the correct storage area. Black soled shoes cannot be worn on courts.
12. Anyone found causing damage to centre property or found to have removed or misused centre property may be charged to the full extent of the law. Any damage discovered prior to booking, please report to reception; this will ensure that your group will not be held responsible.
13. A current working with children check or equivalent is required by the hirer (if applicable). By signing the declaration, it is understood all the personnel working or volunteering on your program have a current working with children check or equivalent.



14. There will be NO SMOKING in any part of the centre by any person at any time. Consumption of alcohol on the premises is strictly prohibited unless appropriate licences have been obtained from the City of Melville and approved by the centre manager.

15. Conditions and guidelines may be changed by management without notice. Management reserves the right to make decisions on anything not specifically covered in the abovementioned terms and conditions.

#### 16. Fees and Charges

- I. Fees and Charges will be reviewed and updated annually as of July 1.
- II. All Fees and Charges will be provided at reception upon request as of June.
- III. Please review this prior to July 1<sup>st</sup> to ensure you are aware the new rates.
- IV. Should the fees of your booking requests be higher than the CPI and/or 3 percent, hirers may choose to cancel bookings with no cancellation notice.

17. Management reserves the right to make changes to the above terms and conditions without notice.

