

## LeisureFit Hire Group Terms and Conditions

- 1 All hire groups need to provide documentation of personal public liability insurance coverage or have completed the City of Melville disclaimer before a booking can be confirmed. If applicable, workers compensation documentation must also be provided.
- 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 Cancellation of any regular booking must be received in writing 24hours (business hours) before booking commencement. Any cancellations not made within 24hours will be invoiced.
- 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). For more information please refer to their websites: [www.pcca.com.au](http://www.pcca.com.au) & [www.apra-amcos.com.au](http://www.apra-amcos.com.au). It is the applicant's responsibility to ensure that their program/service is licensed appropriately.
- 6 Long term bookings will be invoiced monthly, to be paid the first week of the following month at the centre.
- 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 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.
- 11 Anyone found causing wilful 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.
- 12 A current **working with children check or equivalent** must be supplied by the hirer (if applicable). By signing the declaration below it is understood all of the personnel working or volunteering on your program have a current working with children check.
- 13 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.
- 14 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.

### 15 ONLINE BOOKINGS

- **Payment must be received at the time of booking**
- **Cancellations must be made by 4.00pm prior to day of booking to receive a credit or payment will be forfeited**
  - **Cancellations may only be completed at the Centre or over the phone – 9364 0808**