



MORLEY SPORT & RECREATION CRECHE FACILITY HIRE FORM

1. HIRERS DETAILS

First Name:	Surname:	
Address:		
Suburb:	Postcode:	
Mobile:	Home Ph:	Work Ph:
Email:		
Have you booked a room/court with us before? <input type="checkbox"/> Yes (please provide details below) <input type="checkbox"/> No		
How did you find about the facility hire available within our centre?		
<input type="checkbox"/> Friend/referral <input type="checkbox"/> Attend Centre <input type="checkbox"/> Newspaper <input type="checkbox"/> Brochure/Flyer <input type="checkbox"/> Email		
<input type="checkbox"/> MSRC Website <input type="checkbox"/> Roadside Banner/Signage <input type="checkbox"/> Facebook <input type="checkbox"/> Internet Search		
<input type="checkbox"/> Other (please specify):		

2. BOOKING INFORMATION

Date	
Commencement Time – INCLUDES SET UP	
Conclusion Time – INCLUDES PACK AWAY	
Purpose of Function/Activity	
Number of Guests	

3. FACILITIES REQUIRED (BREACH OF CAPACITY WILL INCUR AN AUTOMATIC LOSS OF BOND)

Tables: <input type="checkbox"/> 4 small children's indoor trestles (located in crèche) <input type="checkbox"/> 3 small outdoor trestles (located in crèche courtyard)	<input type="checkbox"/> Trestle tables Qty required:
Chairs: <input type="checkbox"/> 21 small chairs stored in crèche <input type="checkbox"/> For large adult size chairs, please see Duty Manager	<input type="checkbox"/> Qty required:

4. BOND REFUND

Account details: BSB _____ ACC _____
Name of Account _____
Name of Financial Institution _____

5. LIQUOR AND FOOD

We will be consuming food at our function.
We will be consuming alcohol at our function

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>



6. **BOOKINGS, PAYMENTS AND REFUNDS**

Payments

Payments may be made by EFT – our details are Westpac BSB 036 073 Account 299 255. Please quote your function date as reference.

Booking Confirmation

A **non-refundable \$50.00 deposit** is required to confirm a booking. The full balance of the hire fee and the bond is to be paid at least **30 days** before the event.

Cancellation Charges

All cancellations must be received in writing by the signatory on the original Facility Hire Application Form. The \$50.00 deposit will not be refunded.

Bond Refund

The bond will be refunded by EFT, minus any additional costs in accordance with Terms and Conditions of Hire, up to 14 days after the event.

7. **CONDITIONS OF HIRE**

All hirers agree to adhere to the facilities "Terms & Conditions of Hire". The hirer further acknowledges that they will be held responsible for any damage/s that may occur to the facility whether it is result of an action of themselves or of their guests.

8. **INDEMNIFICATION**

Upon accepting the hiring, the hirer undertakes to hold the City of Bayswater and the YMCA of Perth (Inc) indemnified against all claims which may be made against them for damages or otherwise, in respect to any loss, damage or injury caused by, or in the course of, or arising out of the hiring of any facility within the Morley Sport and Recreation Centre, during all periods when such facilities are on hire.

The YMCA WA is committed to the safety of children and young people in all of our facilities. As such, YMCA undertakes accreditation with the Australian Childhood Foundation to ensure the highest level of safety for our customers and staff.

The Hirer is required to:

- a) *Have a child protection policy in place that meets YMCA Safeguarding Children and Young People standards or will accept responsibility to act in accordance with YMCA's Safeguarding Children and Young people policies. This includes staff/volunteers who are involved with children and young people being required to hold current working with children clearances.*
- b) *Inform YMCA within 24 hours of becoming aware of any reports or allegations of serious child abuse or neglect that involves the hirers or YMCA staff or volunteers.*

I hereby certify that I have read and understood the attached conditions and agree to abide by the Terms & Conditions of Hire, rules and By-laws governing the hire of the facility.

Signature: _____ Date: _____

OFFICE USE ONLY

Deposit Paid Amount \$: _____ Date: _____ Receipt No.: _____

Facility Hire Paid Amount \$: _____ Date: _____ Receipt No.: _____

Bond Paid Amount \$: _____ Date: _____ Receipt No.: _____

Bond Refund \$: _____ Date: _____ Cheque No.: _____