



MORLEY SPORT & RECREATION FACILITY HIRE FORM

1. HIRERS DETAILS

First Name:	Surname:	
Business Name (if applicable):		
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

Area of Hire	<input type="checkbox"/> Wellington Room <input type="checkbox"/> Green Room <input type="checkbox"/> Mangini Room <input type="checkbox"/> Commercial Kitchen <input type="checkbox"/> Court 1 <input type="checkbox"/> Court 2 <input type="checkbox"/> Court 3
Dates	
Commencement Time	
Conclusion Time	
Authorised preparation time (if applicable)	
Purpose of Function/Activity	
Number of Guests	

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

Tables: Max 25 x round (250 person capacity)	<input type="checkbox"/> Round tables Qty required: <input type="checkbox"/> Trestle tables Qty required:
Chairs: max 250 dining/max 350 theatre style	<input type="checkbox"/> Qty required:
Data Projector: (\$125 fee applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No (Wellington Room Only)
Microphone: (\$75 per mic fee applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No (Wellington Room Only)
Stage Lighting: (\$105 fee applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No (Wellington Room Only)

4. BOND REFUND (This does not apply to regular weekly bookings, selected court bookings & seminars). The bond will be refunded by EFT, minus any additional costs, up to 14 days after the event. Please provide account details below.

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



5. **LIQUOR AND FOOD**

Please circle 'food' and/or 'alcohol' as they apply to your function and tick the correct box.

We will be consuming alcohol / food at our function.

YES

NO

We will be selling alcohol / food at our function

If you are planning to sell alcohol a liquor licence is required. An occasional Liquor Licence can be applied for through the Department of Racing, Gaming and Liquor at www.rgl.wa.gov.au and must be received by The Morley Sport and Recreation Centre prior to your function.

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 30% 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 30% deposit will not be refunded.

The full hire fee **will not be refunded** if a booking is cancelled **30 days or less before** the event.

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.

Regular Bookings

Regular Bookings can be made for an extended period of time within a calendar year.

In the case of regular bookings, payment charges must be kept to one month in advance.

Cancellation of any regular bookings must be made to the Facility Co ordinator at least three days before the booking. If notification is not given normal charges will apply.

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

30% Deposit Paid Amount	\$: _____	Date: _____	Receipt No.: _____
Facility Hire Paid Amount	\$: _____	Date: _____	Receipt No.: _____
Cleaning Paid Amount	\$: _____	Date: _____	Receipt No.: _____
Bond Paid Amount	\$: _____	Date: _____	Receipt No.: _____
Bond Refund	\$: _____	Date: _____	Cheque No.: _____