

Booking Application Form

OFFICE USE ONLY
Staff ID: _____

Applicant Details

Organisation Name _____

Contact Person _____ Ph _____ Fax _____

Mobile _____ Email _____

Billing Address _____

Booking Details

Badminton Netball Volleyball
 Basketball Soccer Other _____
 Hockey Rollerskating / Derby

Nature of Activity *(Please tick and provide details below)*

DAY REQUIRED	START DATE	END DATE	TIME IN	TIME OUT	AREA USAGE (Lanes, Courts, etc.)	Est. No. PARTICIPANTS	COMMENTS (Training, Match, etc.)

Special Requirements *(Please tick and provide details below)*

Chairs Tables Additional Grandstand Other _____

Additional Information *(Please provide details below)*

Declaration

By signing below, I acknowledge that I have read and understood the Margaret River Recreation Centre General, Bookings and Fees and Charges Terms and Conditions overleaf and have been given full opportunity to discuss the implications of this application. I also understand that this form is a booking request only and will not be confirmed until I am contacted by a MRRC staff member.

Signed _____ Date _____

Print Name _____



Terms & Conditions (as at July 2017)

GENERAL

The Shire of Augusta Margaret River Recreation Centre (MRRC) management and staff have the authority to act on Council's behalf during an event and shall be allowed entrance at any time. The hirer must carry out any direction issued by MRRC management and staff.

- MRRC's Sporting Ground User Guide is for the purpose of communicating behaviours that are expected of every person involved in community sport and active recreation. It also serves to identify the types of behaviours that will not be tolerated. This guide applies to all persons attending the Centre and a copy is available at <http://recreation.amrshire.wa.gov.au/gloucester-park>
- Sporting groups attending for seasonal sports and/or regular training or match games must be booked through MRRC prior to accessing the facilities, these are not classified as casual usage
- All casual users are required to pay on entry, unless otherwise advised.
- Schools accessing the pool area are to enter via the front entrance. A nominated person from your school will be required to report to reception and provide participant numbers on entry.
- All students that attend the Centre for a local, state or government education program, must leave the Centre on completion of the program, unless accompanied by a parent or guardian.
- Banners, other display material, tarps, etc. are not to be strung from structures within the centre without the permission of the Centre Manager.

BOOKING

- Bookings are required 7 days prior to the expected booking date.
- A Facility Hire Agreement with additional terms and conditions will be forwarded advising of available dates, times and resources to the Hirer. The Hirer is required to review the Facility Hire Agreement and advise of amendments or that they wish to proceed with their booking. Please note; this is not a confirmation of your booking. Once the Hirer has advised notice to proceed a Confirmation Report will be forwarded, confirming the booked resources.
- Cancellations/amendments are required in writing 48hrs prior to your booked event or the applicable fees and charges will apply as per the Shire of Augusta Margaret River's Schedule of Fees and Charges.

FEES AND CHARGES

- The Hirer (person signing the application form), will bear all associated costs to recover the debt in full.
- Payments for the Augusta Recreation Centre can be made via cash, EFTPOS or cheque at the Centre. Cheques must be made out to Margaret River Recreation Centre.
- Refer to the Shire of Augusta Margaret River's Credit Terms & Schedule of Fees and Charges for associated resource costs.
- Seasonal sporting activities will be invoiced up front for all booked resources excluding finals. These will be invoiced monthly. Payments not received by the due date may result in cancellation of booking.
- The Shire's Payment Terms are Strictly 14 days from invoice. If payment terms are not met, overdue accounts (>30days) will be charged interest per annum. Extensions may be requested from recreation@amrshire.wa.gov.au
- Any requests for fee waivers, refunds, account extensions and disputed accounts must be made in writing prior to payment and the account becoming overdue.