

Stadium Casual Booking Form

Organisation Information

Hirer Details: Name of Organisation	Name: ABN: Address:
Contact Person(s)	Contact name: Position: Email address: Phone number:
Accounts Department details for invoices	Contact name: Position: Email address: Phone number:

Conditions

Liability and Indemnity	<p>Except to the extent permitted by law, you indemnify and agree to keep indemnified South East Leisure and its employees, contractors and agents against any liability for any claim, loss (including pure economic loss), damage, costs and expenses arising from your acts or omissions at the Venue.</p> <p>Under no circumstances whatsoever will South East Leisure accept liability for any loss suffered by you as a result of the cancellation or postponement of any event held at the Venue.</p> <p>Should you suffer any injury or illness, you agree that a representative of South East Leisure may provide or facilitate evacuation, first aid and/or medical treatment at your expense. Your acceptance of these Conditions constitutes your consent to such evacuation, first aid and/or medical treatment. You agree to reimburse South East Leisure for any costs or expenses incurred in providing such medical treatment.</p>
Supervision and Safeguarding Young People	<p>The Hirer must ensure all persons responsible for supervising, organising, officiating or coaching hold a current Working With Children Check. This card must be presented to South East Leisure staff upon request.</p> <p>Please refer to the Qualifications and Safeguarding Young People section of the terms and conditions for further requirements.</p>

Stadium Casual Booking Form

Overview	
Terms and Conditions	Terms and conditions set out in the Stadium Casual Booking Form are applicable to all bookings.
Booking Fee Details	When the Stadium Casual Booking Form is submitted, accepted bookings will be confirmed and accompanied with applicable fees and charges. These fees and charges must be paid in full to secure the booking.
Client Portal	Each Hirer can access an online portal to view bookings. Once your first booking has been confirmed, visit the link below, login using the email supplied and press 'forgot password'. https://southeastleisure.perfectgym.com.au/ClientPortal2/#/Login
Deposit/Bond	Bonds may be applicable to bookings and must be paid in full prior to the booking date for bookings to be accepted.
Venue Contacts	Dandenong Stadium: dandenongstadium@southeastleisure.com.au / 8789 7980 Springers Leisure Centre: springers@southeastleisure.com.au / 9701 5900
Booking Period	Access to the booked space is strictly for the booked time only and must include all time required (i.e. warm up and cool down periods, setup and pack up).

Acknowledgement					
<input type="checkbox"/>	I have read, understand and agree to all the Terms & Conditions outlined in this form and agree and understand that these Terms & Conditions are applicable to all bookings.				
<input type="checkbox"/>	I understand that tape is not to be placed on a court surface at any time and furthermore all equipment being used in a stadium space must have prior approval by South East Leisure.				
<input type="checkbox"/>	I understand and agree to the Liability and Indemnity statement on this document.				
<input type="checkbox"/>	I understand and agree to the Safeguarding Children commitment and requirements as outlined in this Stadium Client Account document.				
<input type="checkbox"/>	I understand and agree that the information collected within this Booking Agreement is subject to the South East Leisure Privacy Policy.				
<input type="checkbox"/>	I understand that Springers Leisure Centre is not a licensed venue and alcohol is not permitted.				
Hirer Name		Hirer Signature		Date	

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BOOKING OVERVIEW

Provide a brief overview of purpose of the booking

BOOKING DETAILS

Date	Start Time	Finish Time	Area/Room/Courts	Attendees	Hirer On-Site Contact	Hirer Staff On-Site

EQUIPMENT REQUIRED

<input type="checkbox"/> Basketball rings	<input type="checkbox"/> Tables (quantity):
<input type="checkbox"/> Volleyball poles/net	<input type="checkbox"/> Chairs (quantity):
<input type="checkbox"/> Badminton poles/net (Springers Leisure Centre only)	<input type="checkbox"/> Sound System (Springers Leisure Centre, Red Room & Blue Room only)
<input type="checkbox"/> Netball goals (Springers Leisure Centre only)	<input type="checkbox"/> Stage (Springers Leisure Centre only)
<input type="checkbox"/> Soccer goals (Springers Leisure Centre only)	<input type="checkbox"/> Other (specify):

OTHER AREAS

<input type="checkbox"/> Café (minimum spend):	<input type="checkbox"/> Change rooms
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Terms and Conditions

1 General

The Hirer agrees to the following:

- 1.1 Access to the booked space is strictly for the booked space and time only and must include all time required (i.e. warm up and cool down periods, setup and pack up)
- 1.2 The Hirer is responsible for supervising booking and participants, spectators and those associated with the booking in any way. As per 1.1 the Hirer is responsible for ensuring the allocated space is strictly adhered to by all those attending the booking.
- 1.3 Where access to the venue is required for setup prior to the booking, this must be arranged with South East Leisure at the time of making the booking. Fees and charges may apply for this where access is occurring outside of standard operation hours or the hired space cannot be used by other customers;
- 1.4 Ensure that South East Leisure premises is returned to its original set up after use, this include remove, clean and dispose of all rubbish at the end of using South East Leisure premises.
- 1.5 Liable for any repair or damage caused by the negligence of the Hirer or its staff, volunteers or visitors;
- 1.6 Not use or bring dangerous or inflammable material on South East Leisure premises;
- 1.7 Not obstruct or prevent South East Leisure staff, visitors or other patrons from using common areas;
- 1.8 Ensure that noise levels are maintained to an acceptable level and not disrupt other users of South East Leisure premises, as well as, surrounding residents and businesses.
- 1.9 Notify South East Leisure if the Hirer wishes to make changes to the details set out in the Venue Booking spreadsheet;
- 1.10 Use South East Leisure premises for the purposes and at the times set out in the Venue Booking spreadsheet;
- 1.11 No items are to be affixed to the venue without South East Leisure approval at the time of the booking, this includes but is not limited to sticking fixtures, ladders, signs and information on walls and windows;
- 1.12 Any damage to equipment and / or the venue must be reported to the Duty Manager immediately;
- 1.13 The Hirer must ensure participant behaviour contributes to the maintenance of safe and enjoyable environment for all. Any behaviour not meeting South East Leisure expectations may result in expulsion from the premises,
- 1.14 Additional attendees above the maximum specified in the Venue Booking spreadsheet may not be permitted entry due to ratios and venue capacity.
- 1.15 The Hirer must provide details of issues (medical or otherwise), that may impact a Hire Attendees involvement in an activity. If any information is provided to South East Leisure then will be treated confidentially and for the purpose of supporting the individual to participate in the relevant activity,
- 1.16 Ensure that Hirer Attendees comply with COVID-19 restrictions and requirements;
- 1.17 Neither the Hirer nor the Hirer Attendees may sell food and beverages on the South East Leisure premises or bring commercially purchased food into the venue.
- 1.18 Must not collect any monies in or adjacent to the venue or surrounding grounds, this includes fundraising;
- 1.19 Must not broadcasting, filming, recording or photography without prior written approval from South East Leisure Management and the relevant licensing authorities; and/or
- 1.20 Must not re-hire, sub-let, the premises to any other third party.

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2 Conduct

- 2.1 All laws and code of conduct applicable to the South East Leisure premises must be complied with at all times.
- 2.2 The Hirer and the Hirer Attendees must;
- a. Comply with the venue conditions of entry any reasonable direction provided by South East Leisure Staff;
 - b. Display respect and courtesy of staff at all times;
 - c. Leave the venue must be left in a reasonable condition at the conclusion of the booking. Where additional cleaning is required, costs will be payable by the Hirer. Garbage bags can be provided to users upon request and bins are available throughout the venue;
 - d. Not use or bring offensive material on South East Leisure premises;
 - e. No smoking or vaping in any indoor part or designated outdoor area of a South East Leisure Facility.
 - f. Not bring or sell any alcohol on South East Leisure premises;
 - g. Not use mobile phones or cameras within the change areas located at the South East Leisure Premises, this extends to Hirer, its staff, volunteers, visitors, participant and/or spectators.

3 Stadium Courts

- 3.1 Under no circumstances is the Hirer to affix anything to the stadium courts (i.e. tape, decal).
- 3.2 When these items are affixed to the court, this weakens the seal on the court regardless if removal leaves visible marks or damage. As such, court resealing may be required after removal of any affixed items on the court surface. This will be fully payable by the Hirer where they are responsible for affixing anything to the court surface (note, this in excess of \$5,000 per court).
- 3.3 Should any water be identified on the courts (i.e. roof leak), participation is to stop and the Duty Manager must be informed immediately to assess the court.
- 3.4 The Hirer is responsible for ensuring all participants are wearing non-marking sports shoes.

4 Booking Fee and Cancellation

- 4.1 The Hirer agrees to pay the applicable Booking Fees. Payment must be made to secure the booking and must be made in advance to the booking.
- 4.2 South East Leisure complete an annual fees and charges review process with applicable changes implemented at July 1 each year. Fees and charges for any bookings made prior to July 1 may be subject to change and where applicable the Hirer can review these bookings.
- 4.3 Bookings are not confirmed until written confirmation is provided by South East Leisure;
- 4.4 There will be additional charges if any of the following circumstances apply:
- a. Where keys or a security pass is lost then the Hirer will cover relevant replacement charges; and/or
 - b. Where the premises is not cleaned or does not meet reasonable standards then the Hirer will be required to cover cleaning expenses.
- 4.5 Where preferred dates are unavailable, South East Leisure will contact the nominated representative for the Hirer to consider alternative arrangements. If alternative arrangements cannot be made, then South East Leisure will return the Booking Fee within 10 business days of this decision being made.
- 4.6 All cancellations must be made in writing at least 10 business days prior to your booking date. Any cancellations made more than 10 business days prior to the booking will be refunded. Where

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cancellations are made within 10 business days of the booking, then 50% of the total booking payment will be refunded. Cancellations made with less than 5 business days notice will not be refunded.

- 4.7 Amendments to bookings must be in writing at least 5 business days prior to the booking date. South East Leisure will endeavour to facilitate booking amendments, any changes may attract additional charges.
- 4.8 Where booking fees are invoiced, full payment must be received with 10 business days of the invoice. If payment is not made within this period, South East Leisure reserve the right to cancel any future bookings until payment is received.
- 4.9 South East Leisure reserves the right to adjust facility allocations.

5 Qualifications and Safeguarding Young People

- 5.1 South East Leisure is committed to the safety of all participants. South East Leisure has a zero tolerance policy against child abuse and is committed to ensure that our premises are safe for children, participants, staff and visitors. Prior to coming onto South East Leisure premises the Hirer must:
- Ensure all its employees or volunteers conducting programs or supervising children while at South East Leisure premises must hold a valid Working With Children Check. Details of the Working with Children Checks must be provided prior to the booking.
 - All employees and volunteers required to hold a Working with Children Check must have their Working with Children Check card with them at all times when in the venue and must provide this upon request of South East Leisure staff.
 - The Hirers must ensure employees and volunteers conducting programs on behalf of the Hirer, hold valid qualifications applicable to the activities being conducted. Copies of qualifications are to be provided on request.
 - Ensure that Hirer' Participant agrees to comply with the Child Safety Policy/Commitment of Statement.
 - comply with all Relevant Legislation relating to the employment or engagement of child-related personnel in relation to their services, including the Victorian Child Safe Standards.
 - Ensure that Working with Children Checks are obtained and remain current and that all child-related personnel continue to comply with all relevant legislation for the duration of their involvement in the child-related services.
 - Identify and manage the risk of harm or abuse to children and vulnerable people in undertaking their services.
 - Provide training and implement a compliance regime for persons undertaking child related work.
 - Notify SEL of any failure to comply with relevant legislation, including the Victorian Child Safe Standards.
- 5.2 For more information on SEL's commitment to Safeguarding Children and Vulnerable people, refer to www.southeastleisure.com.au/safeguarding.
- 5.3 The Hirer acknowledges that South East Leisure staff may request that any individual to leave the premises if their behaviour is considered dangerous, unacceptable or fails to hold relevant qualifications and checks.
- 5.4 The Hirer agrees that any children under 10 years of age must be accompanied into the premises by a responsible adult over the age of 16 years and actively supervised at all times while at South East Leisure premises.

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6 Equipment

- 6.1 If the Hirer supplies equipment to use the South East Leisure premises the Hirer is responsible for its equipment. South East Leisure accepts no liability for theft or damage to the Hirer's equipment.
- 6.2 The Hirer is responsible for ensuring that all its belongings and equipment are removed at the end of the hire period. South East Leisure does not guarantee retention or safety of anything left on its premises.
- 6.3 All equipment brought into a stadium court must have the prior approval of South East Leisure.
- 6.4 Any damage to the venue (in particular court surface) as a result of equipment being brought into the venue by the Hirer must be fully paid by the Hirer within 14 days.
- 6.5 All electrical equipment brought into the venue must be approved by South East Leisure at the time of the booking and all equipment must have a current test and tag.
- 6.6 All signage and items for display must be approved by South East Leisure at the time of the booking.
- 6.7 No equipment or items are to obstruct emergency exit points and paths at any stage.
- 6.8 Promotional and marketing material may be allowed in the venue with prior approval from South East Leisure. Any such material must be located in the approved space(s) only and removed at the conclusion of each booking.

7 Safety

Hirers and its Attendees while at South East Leisure premises, must:

- 7.1 Comply with applicable laws and South East Leisure safety standards, policies and reasonable requirements that is made available to the Hirer;
- 7.2 Take all measures necessary to protect people and property;
- 7.3 Avoid unnecessary interference with the passage of people and vehicles;
- 7.4 Prevent nuisance and unnecessary noise and disturbance;
- 7.5 Have a qualified first aider on site at all times;
- 7.6 Where a third party has been engaged to provide first aid, provide the contact details of the organisation with the booking;
- 7.7 Supply appropriate First Aid Kit;
- 7.8 Ensure that Hirer appropriately supervises any accompanying child or an individual with a disability during the hire period; and
- 7.9 The Hirer is responsible for reporting any identified hazards immediately to South East Leisure staff. The Hirer must take reasonable steps to identify, prevent and respond to any hazards during the hire period

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8 Emergency Management

Hirers and its Attendees while at South East Leisure premises, must:

- 8.1 Should it be necessary to evacuate the premises in the event of an emergency or for whatever reason, then the Hirer must ensure that the Hirer Attendees follow the directions provided by South East Leisure or emergency services, and immediately evacuate the premises in an orderly fashion. The Hirer must comply with the Plans and Assembly Point locations available at each South East Leisure premises;
- 8.2 The facility or part thereof may no longer be operational following an emergency, and relocation to an alternative location may be required until the affected area is restored. Less serious emergencies, which may not result in urgent evacuation but nonetheless may affect the ability to continue with normal operations;
- 8.3 The Emergency Control Organisation (ECO) consists of a Chief Warden, Area Wardens, First Aid Officers and Floaters/Runners and will activate in the event of an emergency.

9 Security

- 9.1 South East Leisure reserves the right to make security a requirement for bookings, setting the amount of security and times. Where security is required, this will be confirmed through the booking process and any costs associated with security included in the booking fee.
- 9.2 Where required, a minimum of two security guards will be deployed at a ratio of no more than 100 persons to 1 security guard.
- 9.3 The amount of persons attending will be capped and no persons above this cap will be permitted entry. The maximum number of persons in attendance must be confirmed in writing through the Venue Booking spreadsheet, any alterations to numbers must be submitted in writing and South East Leisure reserves the right to decline any alterations. No changes can be made within 10 business days of the booking.

10 Privacy

- 10.1 South East Leisure is collecting the personal information requested on the Venue Booking spreadsheet for the purpose of assessing and processing your request to hire the premises. The collection, use, handling and disclosure of personal information is conducted in accordance with South East Leisure's Privacy Policy located www.southeastleisure.com.au/privacy-policy.

11 Insurance and indemnity

- 11.1 The Hirer indemnifies and keeps indemnified South East Leisure against all losses, expenses, liabilities, claims and damages incurred as a result of or arising out of the hiring of the premises caused by any act or omission of the Hirer or Hirer Attendees.