

FACILITY HIRE ENQUIRY FORM



Please complete the form in full and return to Emma Lowe on elowe@watermarcbanyule.com.au

Please note that this form does not guarantee your booking.

Date: ____/____/____

Organisation Details

Organisation/Company ("Hirer") _____

Address _____

Contact Person _____ Phone _____

Email _____

Booking Request

Brief description of event (e.g. meeting, workshop, conference) _____

Designated Area of Hire

- | | |
|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| <input type="checkbox"/> Meeting Room 3
includes projector (7.2m x 5.6m) | <input type="checkbox"/> Occasional Care Room
Only available outside Childcare hours |
| <input type="checkbox"/> Wellbeing Studio
includes projector & kitchenette | <input type="checkbox"/> Party Room
Adjacent to pool deck |
| <input type="checkbox"/> Group Exercise Studio | <input type="checkbox"/> Cultural Foyer |

Hire Dates/Days, Time and Duration

(please account for set up and pack up time to your booking time, as you will not be able to access the room outside of this time)

Days/Dates: _____

Times: _____

Room setup – tables & chairs

- U-shape
- Classroom
- Theatre/lecture style
- Boardroom
- No tables or chairs
- Other: _____

Additional requirements

- Data projector and screen (lap top not supplied)
- Whiteboard (markers not supplied)
- Premium Wi-Fi – No. of devices _____
There is Standard Public Wi-Fi, though Premium offers a faster service and does not require you to reconnect every 2 hours.

Number of people attending each day/date _____

Supervision, Public Safety and Security

Any additional supervision required by the Centre e.g. crowd control (this may attract an extra cost).

Catering

If you require catering, Artistic catering are responsible for all food and beverage catering on site. Click here for their menu

http://www.watermarcbanyule.com.au/uploads/files/tdk_catering_menu_watermarc_28.05.14.pdf and you can contact them on enquiries@artisticfood.com.au or 9686 5855.

Terms & Conditions

Belgravia Leisure is the Manager of WaterMarc ("Centre") of 1 Flintoff Street, Greensborough 3088.

Bookings and Agreements are made upon and are subject to Centre Rules and the following conditions:

1. **Confirmation of Booking/s** – A confirmation will be sent to the email address supplied once the booking has been processed.
2. **Cancellations** – In the event a confirmed booking is cancelled (must be received in writing) the following will apply:
 - a) Less than 30 days' notice 10% of the total booking
 - b) Less than 14 days' notice 50% of the total booking
 - c) Less than 24 hours' notice full amount payable
3. **Booking details** – You agree to commence your Hire and vacate the designated Hire space at the day(s), date(s) and times (start and finish times) as per the confirmation.
4. **Supervision, Public Safety & Security** – The hirer assumes full responsibility during the period of hire for the supervision, safety, and control of all its guests, players, members, staff and visitors.
Where specialised supervision (e.g. lifeguards) or qualified first aid officers are required the hirer must provide Belgravia Leisure with evidence of the qualifications and numbers of staff the Hirer will use.
Special arrangements by the centre to provide additional staff for either supervision (e.g. lifeguards) or security (e.g. door or crowd control) can be provided at an additional cost.
5. **Fees, Charges and Payment** – Hiring fees and charges (including GST) will be quoted prior to processing the booking. Invoice sent separately (on a monthly basis) via email and must be paid within 30 days of the invoice date. Once a booking has been confirmed, you will be given 2 weeks written notice of any fee increases which may occur.
6. **Public Liability Risk Insurance** – Hirers shall have a Public Liability Risk Insurance Policy for not less than Twenty million dollars (\$20,000,000), and must provide a Certificate of Currency on demand at any time prior to confirmation of and at any time during the times of booking, to Belgravia Leisure's satisfaction.
7. **Release and Indemnity** – The Hirer agrees to hire the Designated Area of Hire for the Activity at its own risk and agrees to indemnify Belgravia Leisure, its officers, servants and agents from all claims and demands where the Hirer is proven negligent through its acts or omissions.
8. **Loss or Damage** – The Hirer agrees to reimburse Belgravia Leisure for any loss or damage incurred as a direct result of the Activity in the Designated Area of Hire, within the reasonable control of or which would be expected to be in the reasonable control of the Hirer, and in breach of this Hire Agreement, including but not limited to loss or damage to the building or equipment.
The Centre may require a bond (which may be the deposit) to be held against loss or damage including but not limited to the building or equipment refundable after the event or drawn upon to pay for loss or damages resulting from the hire.
9. **Alcohol** – No alcohol is permitted to be brought into the Centre by the Hirer's guests, players, members, staff and visitors during the period of Hire, unless agreed to by Belgravia Leisure.
10. **Smoking** – Smoking is not permitted within the Centre or any associated facilities.
11. **Force Majeure** – Belgravia Leisure shall be relieved from all liability in respect of any breach of its obligations under this agreement should such breach be caused, directly or indirectly, by an event of Force Majeure. "Force Majeure" shall mean any act; matter or thing whatsoever not within the reasonable control of Belgravia Leisure and which adversely affects the capacity of Belgravia Leisure to perform its obligations hereunder or wholly prevents the performance of the same.
12. **Emergency Procedures** – In the case of emergency you and your guests must listen to the instructions provided by Belgravia Leisure staff and follow the Emergency procedures. Refer to the Emergency Evacuation Plan on display in the Designated Area of Hire.
13. **Medical Conditions of Participants** – Upon request the Hirer must provide the Centre with a detailed list of specific and non-specific medical conditions of all those attending during the hire period.
14. **Failure to adhere to these conditions may result in cancellation of future bookings.**

I, THE HIRER agree that all details included in this Agreement are correct and I, THE HIRER also accept and agree to all of the Terms & Conditions above.

Authorised Signature _____ Date: ____/____/____