

FLAGSTAFF SPORTS COURTS

CASUAL FACILITY HIRE BOOKING FORM

WEST MELBOURNE, VIC 3003

03 8622 4822 / DOCKLANDS.HUB@YMCA.ORG.AU

By confirming your booking, all hirers agree to the terms and conditions outlined below.

Adjustments to your booking may not be possible and can only be discussed during The Hub @ Docklands Staffed Hours, Monday to Friday 9am-5pm. Alternatively, payment can be made by EFT or CC on premises at 80 Harbour Esplanade or over the phone on 8622 4822, however booking time will not be reserved until payment is made.

Hirer Information

Group Name:

Main Contact Person:

Address:

Email:

Contact No:

Purpose of Booking:

Hire Details

Facility Hire:

1 x Court

2 x Courts

Days required:

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Cost:

Off Peak: \$20.00

6am - 5pm Weekdays / 6am - 10pm Weekends

Peak: \$29.30

5pm - 10pm Weeknights

Disclaimer: You are acknowledging you have read all three pages.

Please read the back of this form and sign and return to the Docklands Hub: docklands.hub@ymca.org.au

I, the undersigned, approve of the above application on behalf of the hirer, and in doing so agree that the YMCA and its officers, leaders, staff and agents shall be released from, and not incur, any responsibility or liability whatsoever for any accidents or injuries, or for any damage to or loss of property to the hirer or persons associated with the hirer. I further authorize you to obtain medical, and/or ambulance assistance in the case of an accident or emergency involving the hirer or persons associated with the hirer and I agree that the hirer or persons associated with the hirer will bear all costs thereby incurred.

Signed by Hirer:

Date:

Signed by Staff:

Date:

HIRE REQUIREMENTS

Covid-19 Safety	<ul style="list-style-type: none"> All hirers agree to adhere to Covid Safety Protocols directed by the YMCA All hirers agree that these protocols may need to be adjusted at little or no notice based on directions from State and Federal Governments By signing this document, the hirer agrees that they are responsible for ensuring anyone who participates in this booking, will adhere to the above points.
Bookings	<ul style="list-style-type: none"> All hirers must have read and accepted this 'Casual Facility Hire Terms and Conditions'; For cancellation of the booking as either a one-off session or the remainder of their booking, a minimum 48 hours' notice must be given in writing to the facility staff If 48 hours' notice is not given or hirer fail to attend their booking, fees will be charged accordingly Sub-letting of bookings will not be permitted. Bookings must not exceed 10pm in time (including pack up) The YMCA reserves the right to reject or alter any bookings in order to maximise the goals and objectives of the organisation.
Supervision	<ul style="list-style-type: none"> Any incidents involving first aid must be reported to the YMCA staff member. First aid facilities are available to all hirers. Rooms and courts that are left in an unacceptable standard will result in the group being warned either written or verbally and a portion of their bond will be deducted.
Insurance and Liability	<ul style="list-style-type: none"> I, as the hirer, agree that the YMCA and its officers, leaders, staff and agents shall be released from, and not incur, any responsibility or liability whatsoever for any accidents or injuries, or for any damage to or loss of property to the hirer or persons associated with the hirer. I further authorise you to obtain medical and/or ambulance assistance in the case of an accident or emergency involving the hirer or persons associated with the hirer and I agree that the hirer or persons associated with the hirer will bear all costs thereby incurred. Casual hirers of council owned or controlled facilities not otherwise insured are covered under the Council's Community Liability Pack provided that the number of hires does not exceed 52 times per year.
Expectations of Behaviour	<ul style="list-style-type: none"> When leaving the area please respect our neighbours and leave quietly. Use of sports equipment, other than goals or rings is not included in hire. Groups must provide their own balls, racquets, bats etc. Smoking is not permitted at any YMCA facility. Alcohol will not be permitted at the venue. There will be a 0% Alcohol tolerance. Any persons found in possession of alcohol will be asked to leave the premises. Equipment must be maintained in good condition. Replacement of equipment damaged through misuse will be the responsibility of the hirer. The facility encourages access to all groups. Any individual or group, which through their behaviour limits the enjoyment of other users, will be asked to leave the facility. Children UNDER the age of 12 years must be actively supervised by a person 17 years or older.
Priority of Bookings	<ul style="list-style-type: none"> Priority will be given to bookings according to the following: International Events, National Events, State Events, Regional Events, Casual Hirers.
During an Emergency	<ul style="list-style-type: none"> All participants and guardians are to follow the directions of the YMCA staff and emergency services

HIRE REQUIREMENTS

<p>Safeguarding Children and Young People Expectations</p>	<p>The YMCA 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. As such, the Hirer is required to: a) Accept responsibility to act in accordance with YMCA's Safeguarding Children and Young people policies. This includes staff/volunteers being required to hold current working with children checks (or equivalent). b) Maintain an accurate list of current staff and volunteers who will be working at YMCA sites, and store copies of their valid Working with Children Check numbers and expiry dates. The YMCA reserves the right to audit these records and the validity of Working with Children Checks for any activity occurring during the life of the agreement. c) Co-operate with an annual Safeguarding Children and Young people audit by YMCA d) Inform the YMCA immediately and report within 12 hours of becoming aware of any reports or allegations of serious child abuse or neglect that involves the hirers or YMCA staff or volunteers.</p> <ul style="list-style-type: none"> • "Free/recreational time" is not permitted at any time, when children/young people are not directly supervised. All participants must be involved in supervised planned activities. All participants must be effectively supervised, including those spectating. • User Groups are responsible for the conduct of their members and must ensure they conduct themselves in an appropriate manner • All staff and volunteers of the User Group must be appropriately qualified and trained to conduct their activity, as specified by industry peak bodies, best practice and Working with Children Check requirements. Proof of staff/volunteer qualifications may be requested by Management • It is strongly recommended that should your group include minors (i.e. primary and high school students) that any relevant medical information and emergency contact numbers are on hand should an emergency arise • Regular User Groups that do not operate under YMCA Supervision will be required to attend a facility induction that will include emergency evacuation procedures for the relevant area. In the event of an emergency, all patrons must comply with any request from YMCA staff. • The User must comply with the Centre's child supervision policy, which requires adequate supervision of children by an adult at all times, particularly in relation to watch around water requirements. • All Staff involved in your program are required to hold a current Working with Children Check. • All User groups must nominate a Person in Charge (PIC) at all times of usage. The PIC should be aware of the YMCA's expectations of behaviour, health and safety, and emergency procedures • The PIC will be responsible for ensuring that the activity area is kept safe and that the activity is conducted in a safe manner at all times • The PIC will be responsible for ensuring the compliance of any legislation with regards to conducting children's sporting activities or clinics, including but not limited to, sign in and sign out procedures and Working with Children Checks.
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