



# PERTH NETBALL ASSOCIATION INC.

## VENUE BOOKING FORM | ROOM HIRE

### Information

Organisation/Club \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Number \_\_\_\_\_

Email \_\_\_\_\_

### Area(s)

- Hall
- Committee Room

### Activity & Equipment

Estimated number of participants \_\_\_\_\_

- Commercial (profit)
- Community (not for profit)
- Function (wedding, party etc.)

Other \_\_\_\_\_

Will alcohol be consumed? Yes | No

Will there be alcohol sold at the function? Yes | No

- Tables – How Many \_\_\_\_\_
- Chairs – How Many \_\_\_\_\_
- Whiteboard *\*must supply your own non-permanent markers*

Comments/Other \_\_\_\_\_

### Day(s) & Time(s) Required

Date \_\_\_\_\_ Day \_\_\_\_\_ Start Time \_\_\_\_\_ Finish Time \_\_\_\_\_

Date \_\_\_\_\_ Day \_\_\_\_\_ Start Time \_\_\_\_\_ Finish Time \_\_\_\_\_

Date \_\_\_\_\_ Day \_\_\_\_\_ Start Time \_\_\_\_\_ Finish Time \_\_\_\_\_



## PERTH NETBALL ASSOCIATION INC.

### TERMS AND CONDITIONS

1. All applicants must sign and return a Venue Booking Form prior to commencement of hire.
2. Perth Netball Association (PNA) reserves the right to decline applications at our discretion.
3. PNA reserve the right to refuse future bookings if the terms and conditions are not met or agreed to.
4. PNA reserves the right to cancel any bookings should we require the facility.
5. You may only use the area/s stated on your Venue Booking Form. Accessing other areas in the centre for which you have not booked may incur additional charges. All bookings include the use of toilets and change rooms.
6. All booked areas must be left in a clean and tidy condition. All rubbish should be placed in the bins provided. Large items or empty boxes are to be removed by the hirer. Failure to do so will result in an additional cleaning fee or rubbish removal charge.
7. All cancellation of bookings will incur a \$30 administration fee. Cancellations of any booking must be received 14 days prior to the date of booking. Where cancellations occur within 14 days of booking, hirers will be charged 20% of full amount. Failure to notify the office of your cancelled booking will result in the full amount payable.
8. Please note that setting up and clearing away must be done within the time of hire stated on the Venue Booking Form. Should your group arrive early or continue beyond the time stated, an extra hire charge will be incurred.
9. The hirer must inform the office if any damage is discovered prior to booking. Failure to do so may result the hirer been charged for the repair costs.
10. The hirer shall be liable for any damage to, or loss of, any part of the building, or other property during the period of hire and/or use, whether caused by the hirer, his or her invitees or any other person.
11. The Matthews Netball Centre is a smoke free zone. There is no smoking allowed in any part of the building and grounds.
12. Consumption of alcohol on the premises is strictly prohibited, unless appropriate licences have been obtained.
13. Decorations shall not be hung from the ceiling or ceiling fans and the driving of nails, tacks or screws into any part of the building or fixtures is prohibited
14. Parking should be within the designated parking bays. Vehicle access to the building is prohibited
15. The hirer must ensure that no undue noise whether in the centre or courts or grounds or leaving the venue is created by patrons. Any complaints received by adjacent residents could jeopardize future applications.
16. The hirer is responsible for all patrons using the venue. Antisocial behavior is not acceptable and patrons displaying antisocial behaviour must vacate the facility if requested.
17. Hall: Please do not drag tables and chairs along the floor. Any damage to the flooring may result the hirer being liable.
18. Please notes dogs, cats and other animals are not permitted within the grounds whether on a leash or not. Scooters, bikes, skateboards, roller-skates and inline skates are not permitted on or around the grounds and courts.
19. Terms and Conditions and guidelines maybe changed by PNA without notice.
20. A bond will be applicable to the risk level of the function. The bond will be charged for the following: Damage to the building or equipment; additional use of the building outside the booked timeslot; extra cleaning services; and breach of conditions of hire.



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### DECLARATION

I/We hereby make application for the use of Matthews Netball Centre and will not hold liable PNA, Town of Cambridge, and its agents, employees for any personal injury or loss of property. I/We have read and understood the above regulations and the Terms and Conditions and agree to uphold them for as long as the term of this agreement.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_