

ADDITIONAL DETAILS

How many people will be attending? _____

Will you be charging a fee for attending? YES / NO

Will you be erecting any structures ie. stage, tent etc YES / NO

If yes, please specify: _____

How would you like to pay for this booking? Please send an invoice
 I/We will pay on the first day of the booking

ADDITIONAL REQUIREMENTS

Do you require any of the following?

Item	Number Required	Item	Number Required
Tables		Urn	
Chairs		BBQ	
Whiteboard		Coordinator	
TV/DVD		Additional Lifeguard	
Overhead Projector		Other	

Please advise any catering or other requirements:

Office Use Only

Date Booking received: _____ Received by: _____

Has the booking been entered into Links? YES / NO

This booking has been confirmed via: Email Letter Date sent: _____

Does an admin fee apply in this case (see over page)? YES / NO Amount: \$ _____

Other staff to be notified (date and initial when complete): P&G _____ Kiosk _____ DM _____

Stock control _____ Staffing _____ Manager _____ Ops Supervisor _____

Payment Details

Date Invoiced: _____

Notes: _____

Please read and sign the Conditions of Use overleaf.

CONDITIONS OF USE

1. Bookings will only be accepted if they are submitted on a Venue Booking Request Form prior to commencement of hire.
2. A booking is not confirmed until confirmation is received by the hirer from Broome Recreation and Aquatic Centre (BRAC) and until BRAC has received the relevant bond (if applicable).
3. The booking time is inclusive of set up and pack down time.
4. **AMENDMENTS TO BOOKINGS:** Any changes to your booking must be submitted on a Venue Booking Request Form and may incur an administration fee if received less than 7 days prior to booking.
5. **CANCELLATION OF BOOKING:** Any cancellations must be received in writing and may incur a fee as outlined below:

Cancellation of your booking more than 14 days prior to the booking	No Charge
Cancellation of your booking 7-14 days prior to the booking	50% of total booking fee
Cancellation of your booking less than 7 days prior to the booking	100% of total booking fee (no refund)
6. The Shire of Broome reserves the right to cancel bookings providing notice is given at least 7 days prior to the booking start date.
7. Management reserves the right to use the facility, should it be required for a special purpose or one off event providing the request is made at least 14 days prior to the booking start date.
8. The Broome Recreation and Aquatic Centre is the Shire's Cyclone and Emergency Welfare Centre. The Shire of Broome reserves the right to cancel all bookings due to emergency circumstances eg, cyclones, flood, earthquake.
9. All areas used must be left in a clean and tidy condition. Should the centre require any additional cleaning as a result of the booking (above that which is normally done), the hirer will be invoiced for these additional costs.
10. No person shall in any way damage, deface or mark any part of the room, furnishings or any object located near the building. Any expense that is incurred as a result of this will be the responsibility of the hirer.
11. The hirer shall assume responsibility for the venue and its contents for the booking period.
12. The hirer is solely responsible for the conduct of all persons associated with the booking during the hire period.
13. Anyone found causing wilful damage to any Centre property, or found to have removed or misused Centre property may be charged to the full extent of the law. Persons are responsible for damages incurred by dependent guests/children.
14. Please report any damage discovered prior to venue use to reception to ensure that your organisation will not be held responsible.
15. Smoking is not permitted anywhere within the grounds of the Broome Recreation and Aquatic Centre except for the areas 3m from the bar and 5m from the front door.
16. The hirer agrees to only allow safe and appropriate use of the facility for the purpose/s indicated on the booking form.
17. The hirer agrees to abide by any rules or laws that are applicable where sound is involved.
18. The hirer shall obtain current public liability insurance to an amount of no less than \$10, 000, 000 for each occurrence.
19. No alcohol is to be brought into BRAC. The hirer is responsible for operating within the terms and conditions of BRACs liquor licence.

DECLARATION

I/We hereby make application for the use of the Broome Recreation and Aquatic Centre (BRAC) facilities and services and will not hold liable BRAC, the Shire of Broome and its agents or employees for any personal injury or loss of property.

I/We have read and understood the above Conditions of Use and agree to uphold them for as long as the term of this agreement.

Name: Signature: Date:



BROOME RECREATION AND AQUATIC CENTRE

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