

# Victoria University Wyndham Sporting Complex

## 2019 BOOKING FORM

Victoria University Sport and Fitness Centre  
 P.O. Box 14428, MCMC 8001  
 Ph. (03) 9919 8173 e. [werribeefitness@vu.edu.au](mailto:werribeefitness@vu.edu.au)

Organisation/School Name\*: .....  
 \*if booking on behalf of School Sports Victoria please provide your school name. You will need to forward invoice to SSV for Payment.

Invoice made out to (if different from above).....  
 Please enter correct details of the Accounts Payable department. If booking on behalf of School Sports Victoria, Please list the exact wording you would like listed on the invoice for your school name.

Postal Address: ..... Suburb: .....Post Code: .....

Contact Name: ..... Position: .....

Work No: ..... Mobile No: ..... Fax No: .....

E-Mail: .....

**Facilities Required:** Please tick below in the  for the facilities required and associated charge.

	Athletics & Changing Rooms	Soccer & Changing Rooms	Athletics Equipment
Schools/tertiary institutions			
<u>outside</u> Wyndham municipality	<input type="radio"/> \$322	<input type="radio"/> \$199	<input type="radio"/> \$203
Schools/tertiary institutions			
<u>within</u> Wyndham municipality	<input type="radio"/> \$232	<input type="radio"/> \$123	<input type="radio"/> \$203
Combined events (School Associations)	<input type="radio"/> \$322	<input type="radio"/> \$199	<input type="radio"/> \$203
Club/School/Group Training	<input type="radio"/> \$54/hr (2 hour min)	<input type="radio"/> \$43/hr (3 hour min)	<input type="radio"/> \$203

Facility hire includes access to toilets, change rooms and first aid room.

Required Date(s) for hire: ..... Back Up Date Requested: .....

Type of activity/function: ..... Approx. No. of Attendees: .....

Do you have any specific requirements (please refer to conditions of use):  
 .....  
 .....

Signature ..... Date .....

In submitting an application for the use of the above facilities, the hirer has read and agrees to observe the Conditions of Use for the hire of the VU&WSC Sporting Complex. For your application to be considered this form must be fully complete and evidence of the applicant's current public liability insurance cover must be provided. Your booking will be confirmed once we receive the completed hire form and evidence of the insurance policy.

<u>Office use</u>			
Confirmation Sent:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Amount due: \$ .....
			Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No
		Date: .....	Staff Name: .....

## ATHLETICS EQUIPMENT HIRE

Hirers will be charged for any damage to hired equipment, and by signing this, hirers agree to the procedures used and any invoice received as a result.

**Hirer:** To use this checklist to inspect the condition of all equipment prior to hire. Please sign in each section of Column A confirming it is in good condition. If it is not, please note its condition. Hand the completed form back to the Fitness Centre Staff at Victoria University before your hire start time!

**WLAC:** To use this form to inspect the condition of all equipment after hire has finished. Please sign in each section of Column B confirming it is in good condition, as it was prior to its hire.

If it is not, please note its condition and sign in each section of Column C authorising Victoria University to invoice the hirer for unsatisfactory damages.

WLAC to sign at the bottom, then hand in or forward to the Victoria University Werribee Fitness Centre after each hire.

Event	Equipment	<b>A</b>  Condition Of Equipment Prior To Hire  <small>Hirer To Complete and Return Prior To Hire Commencement</small>	<b>B</b>  Condition Of Equipment Post Hire  <small>WLAC To Complete and Return To Vic Uni Post Hire</small>	<b>C</b>  WLAC Authorise Of Additional Charges to Be Invoiced For Damage
<b>Long Jump Triple Jump</b>	Brooms Rakes Mats			
<b>Discus</b>	Various Weight Discus			
<b>Shot Put</b>	Various Weight Shot Puts			
<b>High Jump</b>	Mats Uprights Cross Bar Measuring stick			
<b>Running Events</b>	Cones Hurdles (approx 60)			
<b>Other</b>				

**Not Supplied:** Measuring tapes / spikes, Hand held timing equipment (stop watches), Shade tents, Javelin.

Equipment available for hire in entirety only – individual equipment cannot be supplied.

\*Timing Gates may be available on request only - separate fees apply.

For further information on equipment and hire please contact the VU Werribee Fitness Centre on 9919 8173 or [werribeefitness@vu.edu.au](mailto:werribeefitness@vu.edu.au)

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**Hirer To Sign**

\_\_\_\_\_ / /  
**WLAC To Sign**