

# EXTERNAL BOOKING REQUEST FORM



ORGANISATION NAME: \_\_\_\_\_

CONTACT NAME (BOOKING): \_\_\_\_\_

ADDRESS: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTACT NAME (FINANCE): \_\_\_\_\_

ADDRESS: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

Correspondence will be done through email, please supply an address that is checked regularly. Campus (Please Tick) Check the table in the conditions of hire as to what is available at each location.

Footscray Park \_\_\_\_\_ Footscray Nicholson \_\_\_\_\_ Whitten Oval \_\_\_\_\_  
Werribee \_\_\_\_\_ St Albans \_\_\_\_\_ Sunshine \_\_\_\_\_

| Venue/s required & quantity eg: Netball x 2 courts | Day/s required | All dates this venue/s required | Start Time | Finish Time |
|--|----------------|---------------------------------|------------|-------------|
|  |                |                                 |            |             |
|  |                |                                 |            |             |
|  |                |                                 |            |             |
|  |                |                                 |            |             |
|  |                |                                 |            |             |

- Please add a spreadsheet if multiple dates and times are required

Please list any special requirements for the booking (an extra charge may apply)

I, \_\_\_\_\_ of the above mentioned group, have read, and accepted the terms and conditions of hiring the facility.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PLEASE RETURN BOOKING REQUEST FORM TO:

Footscray Park or Footscray Nicholson - Catherine Saunders - [Catherine.Saunders@vu.edu.au](mailto:Catherine.Saunders@vu.edu.au) | PH: 9919 5279

Werribee or St. Albans - Michael Quinn - [Michael.Quinn@vu.edu.au](mailto:Michael.Quinn@vu.edu.au) | PH: 9919 5531

VU Community Sports Stadium, Whitten Oval - Patrick Bucci - [Patrick.Bucci@vu.edu.au](mailto:Patrick.Bucci@vu.edu.au) | PH: 9919 6020



THE NEW WAY TO DO UNI

The conditions of your organisation (the hirer) hiring Victoria University (VU) Sport and Fitness Facilities are set out below. These conditions are for the benefit of everyone who uses the facilities, including the hirer and VU. The hirer is responsible for ensuring its members, invitees and guests comply with these conditions.

## 1. Use of Facilities

- 1.1 The hire and use of VU's facilities is at VU's discretion and access can be withdrawn at any point.
- 1.2 Victoria University may allocate the hirer an alternate space if the space requested by the hirer becomes unavailable.
- 1.3 The hirer may not use the facility for any activity which VU deems objectionable, dangerous, unlawful, or which may damage VU's reputation.
- 1.4 At all times while on VU premises, the hirer and its attendees will comply with directions of VU staff.

## 2. Access to Facilities

- 2.1 The hirer may only enter the space at the time they have booked and must vacate the space at the time set out in the booking request form (as approved by VU).
- 2.2 If set up time is required then this must be included in the booked time. If the event runs over the time booked, VU reserves the right to charge additional fees at the booking rate (on a pro rata basis).
- 2.3 Under no circumstances will the hirer sublease or allow any other organisation or individual to use the hired facilities.
- 2.4 VU officers have the right to remove and refuse entry to anyone should their actions or conduct be deemed prejudicial to the proper use of the facility, present a health and safety risk for other patrons or staff or be detrimental to the enjoyment of other patrons of the facility.
- 2.5 VU staff and contractors may access hired spaces at any time.
- 2.6 If the hirer breaches these conditions of hire or any terms specified on the hirer's booking request form, VU may cancel the hirer's booking with immediate effect. No refund will be given if a hirer breaches the conditions of hire.
- 2.7 The number of attendees at the event must not exceed the capacity of the allocated space.
- 2.8 The hirer may only use the space for the purpose stated on their booking request form.
- 2.9 VU facilities hired on public holidays, outside of the facility's normal operating hours, or during any period when VU is otherwise closed may be subject to additional security charges and other staff charges.
- 2.10 Competitions are subject to a door entry fee for all players and spectators 10 years or older unless an alternative fee arrangement has been negotiated.

## 3. Care for the Facilities

- 3.1 The hirer must ensure that the hired facilities are left in a clean and tidy state, clear of rubbish, with all lighting and

electrical equipment switched off after use.

- 3.2 Furniture and equipment must not be rearranged without VU's prior permission. If permission is granted, the hirer must return the furniture and equipment to its original configuration. If the hirer fails to comply with this condition, the hirer will be liable to VU for an additional charge.
- 3.3 The hirer must report any broken or non-working equipment to a VU staff member immediately.
- 3.4 The hirer will pay VU for any damage to the space or any loss or damage to property or equipment belonging to VU or any employee or agent of VU.
- 3.5 The hirer must take all responsibility for its own property and the property of the hirer's guests and invitees. VU will not be liable for any loss, theft or damage to the equipment or property of the hirer or any guest or invitee of the hirer.
- 3.6 Appropriate non-marking footwear must be worn at all times. Shoes that will mark or damage any floors are not permitted. Stilettos or similar shoes are not permitted on any wooden playing surface at any time.

## 4. Payment

- 4.1 In the case of one-off bookings, payment is required prior to the use of the hire facilities. Payment can be made at Centre's reception in cash, by credit card, EFTPOS.
- 4.2 If the hirer requires VU to provide an invoice, the hirer must:
  - 4.2.1 Seek approval from the VU Sport Facilities Manager or authorised agent prior to their booking; and
  - 4.2.2 Nominate the person that is responsible for payment of invoices for the hirer. Invoices must be paid in full by the date specified on the invoice.

## 5. Cancellation

- 5.1 Bookings for a single date may be cancelled up to one business day before the date of the booking. Cancellations with less than one business days' notice will be liable to VU for the full cost of the booking.
- 5.2 School holiday/carnival booking cancellations require a minimum seven days' notice. Bookings cancelled with less than seven days' notice will be liable to VU for the full cost of the booking.
- 5.3 If the hirer makes a booking which extends over more than one week, the hirer is liable to VU from the date the booking is accepted for 90% of the value of the entire booking, regardless of any subsequent cancellation.
- 5.4 VU may need to cancel the hirer's booking at any time. If VU cancels a booking without any fault on the part of the hirer, VU will refund the hirer's booking fee in full, or in the case of ongoing bookings, any unused part of the booking fee.

## 6. Health and Safety

- 6.1 The hirer is responsible for the health and safety of its members, guests and invitees, including in relation to heat and medical conditions.

- 6.2 VU staff will call emergency services for any situation deemed necessary. The person attended to by emergency services will be solely liable for all costs resulting from emergency services attending.
- 6.3 The hirer will be responsible for the supervision and behaviour of attendees whilst on VU premises. A responsible adult must supervise bookings that include children. Supervisors are obliged to accompany the children in their care to all areas of the facilities being used; this includes courts, multipurpose rooms, group exercise areas, foyers, corridors and change rooms.
- 6.4 Hirers must provide a suitably qualified supervisor to oversee sport and recreation activities. If a qualified supervisor is not provided by the hirer, VU will provide a supervisor if available and the hirer will be liable for an extra charge. If no suitable supervisor is available then the booking will be discontinued until one can be found.
- 6.5 All supervisors and coaches of any booking that has participants who are under 18 years old must hold a current Working with Children's Check.
- 6.6 All bookings must adhere to government rules and regulations.

## 7. Insurance and Indemnity

- 7.1 The hirer must effect and maintain adequate and appropriate public liability and professional Indemnity insurance for any event or competition run out of a VU venue. If requested, the hirer must provide VU with a copy of the certificate of currency in respect of such insurance policies.
- 7.2 The hirer will at all times indemnify VU, its officers and employees in respect of any liability, claim or proceeding arising in respect of:
- 7.2.1 personal injury to or the death of any person;
  - 7.2.2 property damage; or
  - 7.2.3 Financial loss, in any way relating to the hirer's booking or to people attending the hirer's booking. The hirer's liability will be reduced to the extent of any negligent act or omission of VU.

## 8. Food and Drink

- 8.1 The hirer acknowledges and agrees that the on-campus caterers have exclusive rights to supply food and drink at VU. The hirer must not sell food or drinks at a VU venue without approval from the VU Sport Facilities Manager.
- 8.2 The hirer must not sell or consume alcohol on VU premises.

## 9. Advertising

- 9.1 Signs, posters and banners are not to be displayed without prior written permission of the VU Sport Facilities Manager. A fee may apply.
- 9.2 All advertisements by the hirer concerning events to be held on VU premises must include:

- 9.2.1 the name of the hirer;
- 9.2.2 the name of the event;
- 9.2.3 the location of the event; and
- 9.2.4 a statement to the effect that "This event is in no way affiliated with Victoria University".

## 10. Government Health Requirements

- 10.1 All user groups, and individuals within these groups, must comply with all government directions, and Victoria University regulations, in regards to all COVID-19 conditions or any other health related mandate including mask wearing, physical distancing, density limits and any other displayed requirement in the Centre. Failure to comply may result in your bookings being cancelled and a penalty fee applied if damages are incurred by Victoria University or associated parties as a result of these actions.

## 11. Available Facilities

- 11.1 Footscray Nicholson:
- Multi-purpose Court x 1
- 11.2 Footscray Park:
- Swimming Pool – 9 Lanes
  - Multi-Purpose Courts x 3
  - Multi-Purpose Studios x 2
  - Spinning Studio x 1
  - High Performance Gym
  - Meeting Rooms – various
- 11.3 St. Albans:
- Multi-Purpose Court x 1
  - Multi Purpose Studio x 1
  - Gym x 1
- 11.4 Werribee:
- Multi-Purpose Studio x 1
  - Tennis Courts/Outdoor Basketball Courts x 2
  - Athletics Track x 1
  - Soccer Pitch x 1
  - Gym x 1
- 11.5 Whitten Oval:
- Multi-Purpose Courts x 4
  - Meeting Room
- 11.6 Sunshine
- Outdoor Basketball Court x 1
  - Outdoor Soccer Court x 1