



Holroyd City
Built Around People

Tennis Court Booking Form

Facility: Court No: Regular Use Casual Use (Tick appropriate box)

Name of Hirer / Organisation:

Address of Hirer / Organisation:

Work No: Mobile: Home No:

Email address:

Purpose of Use: (ie recreation / business use) Number of people attending / playing:

Day of Use: From: am / pm To: am / pm

Each booking date must be clearly marked on the attached calendar sheet.

As the hirer making this application, I acknowledge that I/we clearly understand the general terms and conditions of use for the facility (see over page for details) and that failure to abide by these conditions could affect our future use of the facility.

Signed: _____ Name of Hirer/Organisation: _____ Date: ____ / ____ / ____

Key Register

I am willing to accept the responsibility for holding the keys to be abovementioned facility. Furthermore, I agree that:

- The group will leave the facility clean and tidy and in the manner in which it was found.
- The group will leave the facility fully secured.
- The key will be returned to Council's office on the day of use or the next working day as appropriate, depending on the time of use.
- Under no circumstances will any member of my organisation or party known to me, duplicate the key/s.

I understand if any of the above conditions are not met, Council has the right to revoke the future use of this facility.

Applicant's signature: _____ Date: _____

HOLROYD CITY COUNCIL - PRIVACY STATEMENT

Holroyd City Council will only record your name and address to assist in the processing of this application. It will only be used for the purpose for which you have provided it and will not be added to a mailing list.

Council will not use your personal information for any other purpose and it will not be disclosed for any other purpose.

Office Use Only

		\$	Date	Rec No
Key Deposit	108			
Merrylands Tennis Court	310			
Fullagar Road Tennis Court	311			
Pemulwuy Tennis Court	314			

Calendar Sheet Complete? *Yes* *No*

Key Issued

Key number issued	
Security code Issued	
Card Number Issued	Yes / No
Key Bond Receipt No	
Staff Name	
Date	

Key Returned

Key Number Returned	
Card Number Returned	
Key Deposit Refunded	Yes / No
Staff Name	
Date	

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Condition of Hire

Cancellations

Wet Weather Cancellations

- Cancellations due to wet weather must be reported to Council, 9840 9840, on the first working day after the date booked.

General Cancellations

- Council requires written notification of cancellations two weeks prior to the agreed booking date. The applicable cancellation fee will apply in accordance with Council's fees and charges.
- Council will not refund the booking fee or hire fee if written notification is not received two weeks prior to the agreed booking date.
- An administration amendment fee in accordance with Council's fees and charges is applicable to each booking alteration, cancellation or transfer.
- Keys must be returned to Council the next working day after the last booking to enable the deposit to be refunded.

Cleanliness/Maintenance

- The court and the immediate area must be left in a clean and tidy state.
- Ring Council's Customer Service Centre, 9840 9840, to report any problems or maintenance issues.

Notification of Injury

- Should there be an accident or injury arising through the hirer's use, the hirer must inform Council within seven (7) days of the incident.

Insurance

- The hirer shall do nothing, which will or is likely to prejudice or render void Council's insurance policy.

Indemnity

- The hirer hereby grants the Council an indemnity from and against all claims, demands, remedies, suits, injuries, damage, losses, costs, liabilities, actions, claims for compensation and the like for which the Council may be liable in conjunction with injury, damage or accidental death through the hirer's neglect or default or the neglect or default of any other person in connection with the hirer's use of the facility.

No responsibility for damage

- The Council will not be responsible for any loss of or damage to any property whatsoever belonging to the hirer or any person attending the use of the court.

Restricted articles

- Confetti, chewing gum, fireworks or other articles deemed by the responsible Council Officer to be prohibited.

Individuals, groups or organisations which hire or lease Council premises or facilities for activities which involve children under 18 years are reminded of the Child Protection (Prohibited Employment) Act 1998 and the Commission for Children and Young People Act 1998.

All employers (which includes employers of volunteers and others) must comply with the mandatory guidelines available from the Commission for Young People and which are also available on their website www.kids.nsw.gov.au. These guidelines contain forms including declarations and consents which must be completed by prospective employees.

I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS

.....
Signature

.....
Date

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