

Booking ID: _____

Inv: _____

ALBANY LEISURE & AQUATIC CENTRE
SPORTING FACILITY

Booking Application Form

APPLICANT & ACCOUNT DETAILS	ORGANISATION NAME:									
	CONTACT PERSON:									
	BILLING ADDRESS:									
	PHONE:									
	MOBILE:									
	EMAIL:									
BOOKING DETAILS	IDENTIFY YOUR SPORTING ACTIVITY									
	<input type="checkbox"/> BADMINTON <input type="checkbox"/> VOLLEYBALL <input type="checkbox"/> NETBALL <input type="checkbox"/> B/BALL <input type="checkbox"/> HOCKEY <input type="checkbox"/> ROLLER DERBY <input type="checkbox"/> SOCCER <input type="checkbox"/> SWIM LANES <input type="checkbox"/> INFLATABLE <input type="checkbox"/> CLIMBING WALL <input type="checkbox"/> BIRTHDAY PARTY <input type="checkbox"/> LGE MEETING ROOM <input type="checkbox"/> SM MEETING ROOM <input type="checkbox"/> OTHER _____									
	DAY <i>(MON, WED)</i>	START DATE	END DATE	TIME IN	TIME OUT	JNR NO'S	SNR NO.	COMMENTS <i>(PREFERENCE 1, TRAINING, MATCH)</i>		
	FURTHER BOOKING DETAILS									
	IS THIS APPLICATION FOR TRAINING OR MATCH GAMES?						<input type="checkbox"/> TRAINING		<input type="checkbox"/> MATCH GAME	
	WHAT ARE YOUR EXPECTED SPECTATOR NUMBERS?						_____			
IS YOUR TEAM REGISTERED TO PLAY IN JUNIOR OR SENIOR COMP?						<input type="checkbox"/> JUNIOR		<input type="checkbox"/> SENIOR		
OTHER SPECIAL REQUIREMENTS										
<input type="checkbox"/> CHAIRS ____ <input type="checkbox"/> TABLES ____ <input type="checkbox"/> OTHER _____										
STATEMENT OF ACCEPTANCE	<i>By signing below, I acknowledge that I have read and understood the ALAC Bookings, Fees and Charges and Terms and Conditions overleaf and have been given full opportunity to discuss the implications of this application.</i>									
	Name:									
	Date:				Signature:					

GENERAL TERMS & CONDITIONS

The City's Albany Leisure and Aquatic (ALAC) management and staff have the authority to act on Council's behalf during an event and shall be allowed entrance at any time. The hirer must carry out any direction issued by ALAC Management and staff.

- ALAC's **Code of Conduct** is for the purpose of communicating behaviours that are expected of every person involved in community sport and active recreation. It also serves to identify the types of behaviours that will not be tolerated. This Code applies to all persons attending the centre and a copy is available at <http://www.albany.wa.gov.au/facilities/albany-leisure-and-aquatic-centre/>
- **Sporting Groups** attending for seasonal sports and/or regular training or match games must be booked through ALAC prior to accessing the facilities, these are not classified as casual usage
- All **booked persons or groups accessing the pool or gym areas**, that do not have a membership or multipass, must report to the front reception and provide their booking ID and participant numbers.
- All **casual** users are required to pay on entry, unless otherwise advised.
- **Schools** accessing the pool area are to enter via the front entrance. A nominated person from your school will be required to report to the reception and provide your booking ID & participant numbers on entry.
- **All Students** that attend the centre for a local state or government education program, must leave the centre on completion of the program, unless accompanied by a parent or guardian.
- Hire of the ALAC courts only includes the **permanent infrastructure** located on the court in question i.e. fixed goals. It is the responsibility of the Hirer to request non permanent items such as soccer goal nets, portable goals, witches hats and other such items when lodging their booking application.
ALAC does not supply sporting equipment, such as; bats, balls, rackets etc, unless it is a component of an ALAC program.
- **No food** is permitted into the centre, unless it is within a booked meeting room or the BBQ area; or authorisation has been sort in writing & approved by the Centre Manager. Authorisation must be sort 10 working days prior to the booking
- The hirer is required to clean up and remove all **litter** generated by their activity prior to vacating the centre. If premises are left in an unsatisfactory condition, additional staff will be engaged to clean the premises, with expenses billed back to the hirer responsible.
- The use of Confetti is **prohibited** in all areas of the centre and crepe paper is prohibited in the pool area.
- Banners, other display material, tarps etc are not to be strung from structures within the centre without the permission of the Centre Manager.

BOOKINGS TERMS & CONDITIONS

- Bookings are required **10 days** prior to the expected booking date.
- A '**Booking Report**' with additional terms and conditions will be forwarded advising of available dates, times and resources to the Hirer. The Hirer is required to review the 'Booking Report' and advise of amendments or that they wish to proceed with their booking. Please note; *this is not a confirmation of your booking*. Once the Hirer has advised notice to proceed a '**Confirmation Report**' will be forwarded, confirming the booked resources.
- **Cancellations/amendments** are required **48hrs** prior to your booked event or the applicable fees and charges will apply as per the City of Albany's Schedule of Fees and Charges.
- For **Inflatable & Birthday Party Bookings** it is the responsibility of the Hirer to ensure that all participants can swim competently in deep water. Lifeguards reserve the right to test participants swimming ability if they believe that a risk is present and to exclude that participant if they are deemed not competent to swim in deep water. Where the Hirer is paying for participants, they will be required to leave a list of attendee names and pay for the participants prior to entry at reception. All Inflatable participants will be required to wear a wrist band and adults are not permitted to use the inflatable.

FEES & CHARGES TERMS & CONDITIONS

- The Hirer (person signing the application form), will bear all associated costs to recover the debt in full.
- Refer to the City of Albany's Credit Terms & Schedule of Fees and Charges for associated resource costs.
- Seasonal Sport activities will be invoiced up front for all booked resources excluding; finals; these will be invoiced monthly.
- The City of Albany requires 24hrs notice in writing of booking cancellations. Failure to meet this condition will result in a \$40.00 'No Show' and/or 'Administration' fee.
- The City's Payment Terms are Strictly 30 days from invoice. If payment terms are not met, Overdue accounts (>35days) will be charged at 11% interest per annum. Extensions may be requested from alacbooking@albany.wa.gov.au
- Any requests for fee waivers, refunds, account extensions and disputed accounts must be made in writing prior to payment and the account becoming overdue.