



Hamilton Indoor Leisure & Aquatic Centre  
83-93 Shakespeare Street, Hamilton 3300  
Telephone: (03) 5551 4308  
Facsimile: (03) 5571 9745

Address all correspondence to:  
Chief Executive Officer  
Southern Grampians Shire Council  
Locked Bag 685  
Hamilton 3300

## APPLICATION TO HIRE A COUNCIL FACILITY HAMILTON INDOOR LEISURE & AQUATIC CENTRE

Date Booking Made:

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Hirer's Name:

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Hirer's Address:

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Hirer's Telephone Number:

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Purpose:

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Date/s Required:

.....

Time/s Required:

.....

Area Required:

.....

Additional Requirements:

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Do you have Public Liability  
Insurance Cover?

Yes  No

*If Yes – Certificate of Capacity must be attached*

Hire Fees:

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I/We the user/hirer agree to indemnify, keep indemnified, and to hold harmless, the Council, its servants and agents from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against any of them, arising out of or in relation to the use/hire of the facility, and in making my/our payment of the hire fee, I/we agree to all the rules, regulations and conditions imposed.

Signed:

.....

Name:

.....

Date:

.....

\* See Conditions of Hire overleaf.



Southern Grampians Shire Council

## HAMILTON INDOOR LEISURE & AQUATIC CENTRE CONDITIONS OF HIRE

1. All hirers must have a current Public Liability Insurance policy to cover the hire period.
2. The hire fee is charged by Tax Invoice on a monthly basis and is payable within 30 days of the date of issue. If not paid in full by the due date. No further bookings for that hirer will be made until the debt is cleared.
3. The hirer must ensure its agents, members, and invitees wear soft-soled footwear which will not cause damage to the flooring of the facility (refer *Clause 4* below).
4. In the event that damage is caused to the facility, its floors, fittings or equipment by the hirer, its agents, members or invitees, the hirer must meet the full cost of all repairs.
5. At least 48 hours notice is required for cancellations of regular ongoing bookings. Failure to give the required period of notice will result in the hirer being charged the full hire charge.
6. The hirer must ensure that all agents, members or invitees of the hirer are aware of the emergency evacuation procedures of the facility.
7. The hirer must provide all first aid supplies reasonably expected to be required by the hirer, its agents, members or invitees and a responsible person to administer all such first aid as required.
8. In the event that an accident results in injury to the hirer, any of its agents, members or invitees during the hire period, the hirer must ensure that an Accident Report (available from Centre Management) is completed by the 'person in charge' as soon as practicable after the accident.
9. The facility must be cleared of all rubbish, refuse and the like immediately after use, leaving it in a clean and tidy state. Any spills are required to be mopped/sponged to the satisfaction of Facility Management as soon as possible after occurring to reduce damage or contamination.
10. Centre Management may request use of the hired facility for a special activity, upon the giving of at least two week's notice to the regular hirer/s. A lesser timeframe may be required in the case of a municipal emergency.
11. Users of the facility are required to behave appropriately so as not to cause a disturbance or offence to other users or visitors to the facility, or to neighbouring residents/occupiers.
12. No adhesive (glue, stickytape, blue tack) nails or staples are permitted to be used to affix any item/s to the walls of the facility.
13. No responsibility is taken by Southern Grampians Shire Council for any equipment or goods of the hirer that are in use or being stored in the facility at any time.
14. The hirer is responsible for ensuring all equipment brought into the facility is secure and safe for all users.
15. The hirer is responsible for inspecting the area of the facility which it has hired prior to use, to ensure it is safe and accessible for itself, its members, agents or invitees.
16. The hirer must ensure its members, agents and invitees are dressed appropriately for the particular activity being undertaken, including personal protective clothing and equipment where appropriate.
17. The image of the Hamilton Indoor Leisure and Aquatic Centre and the Southern Grampians Shire Council is to be maintained at a high level and not denigrated in any way by the hirer, its members, agents or invitees at any time.
18. Any dispute in relation to bookings and amounts invoiced must be brought to the attention of the Council's Manager Corporate Support within 14 days of the date of the invoice. Failure to do so will result in the invoiced amount being determined to be due and payable by the due date.
19. Hirers of the crèche are not permitted to touch or otherwise interfere with the following property: toys, books, writing/drawing utensils, scissors, play dough, play dough toys, art and craft supplies, sandpit toys, children's bowls, cups and cutlery, port-a-cot/s or consumables.
20. Hirers of the crèche must comply with the HILAC crèche cleaning protocols and clean all surfaces thoroughly with disinfectant (provided) prior to leaving the premises at the conclusion of the hire.

**FAILURE TO COMPLY WITH ANY TERM OR CONDITION DETAILED ABOVE MAY RESULT IN THE IMMEDIATE SURRENDER OF THE HIRE AGREEMENT.**