



Leisure World Annual Booking Form 2023 - 2024

APPLICANT DETAILS

Name of Group / Organisation: _____ Booking ID: _____

Postal Address: _____

Web/Email Address: _____

First Contact:

Position: _____

Name: _____ Surname: _____

Postal Address: _____ Post Code: _____

Phone (H): _____ Phone (W): _____ Mobile: _____

Email: _____

Second Contact:

Position: _____

Name: _____ Surname: _____

Phone (H): _____ Phone (W): _____ Mobile: _____

Please complete questions 1 – 6 (only fully completed applications will be accepted)

1. Is your group an Incorporated or Not for Profit Organisation? Yes ☐ No ☐

If **Yes**, have you previously supplied this information with a prior application Yes ☐ No ☐

(If not previously supplied you must attach a copy of your Certificate of Incorporation/Not for Profit with this application)

2. Does your group have a valid Public Liability Insurance? Yes ☐ No ☐

If **Yes**, you must attach a copy of your Certificate of Currency with this application

3. Will your activity involve any interactions with minors? Yes ☐ No ☐

It is your Club's / Group's responsibility to ensure that persons working with children comply with the 'Working with Children' (Criminal Record Checking) Act 2004, as per the Permit Conditions

4. We have regular calls from the public requesting information. Do we have your permission to give your organisation's contact details?

BOOKING DETAILS

Type of activity: _____

How many people are expected to attend your activity?

Adults: _____ Children: _____

VENUE REQUIRED (please tick appropriate box)

AQUATIC BOOKING	RESERVED AREA	PER HOUR
	Lane Hire (Community) - Number of Lanes Required: _____	\$13.10
	Lane Hire (Commercial) - Number of Lanes Required: _____	\$21.00
ROOM BOOKING	Group Fitness Room (Standard)	\$35.50
	Group Fitness Room (Incorporated/Not for Profit)	\$25.20
	Group Fitness Room (U18 & 55 and over) Inc/Not for Profit	\$17.20
	Multi-Purpose Room 2 or 3 (Standard)	\$17.20
	Multi-Purpose Room 2 or 3 (Incorporated/Not for Profit)	\$13.45
	Multi-Purpose Room 2 & 3 (U18 & 55 and over) Inc/Not for Profit	\$10.25
	Multi-Purpose Room 2 & 3 (Standard)	\$17.20
	Multi-Purpose Room 2 & 3 (Incorporated/Not for Profit)	\$13.45
	Multi-Purpose Room 2 & 3 (U18 & 55 and over) Inc/Not for Profit	\$10.25
EXTRAS		
	Equipment Set Up/Pack Away	\$15.75
	Fitness Instructor	\$97.00/hr

Please list days and times required in the table below - set up and clean-up must be included in times required

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Set up							
Start time							
Clean up							
Finish time							

Please tick frequency required Weekly ☐ Fortnightly ☐ Monthly ☐

Dates that will not be required throughout the year e.g. school holidays, public holidays etc.

Dates Not Required _____

N.B. The City of Gosnells will not pre-empt dates that you do not require. It is your responsibility to notify us or you will be charged accordingly.

Please note:

Whilst we will make every effort to ensure all dates and times requested are booked, there is no guarantee that requested venue or time slots will be available. A bookings officer will attempt to assist the hirer to book alternative time slot or day should the matter arise.

The hirer is required to start and finish within their allocated time, failure to do so will incur additional charges.

• Applicant's Name: _____ Signature: _____ Date: _____

Conditions of Hire - Annual Bookings 2022/2023

1. Applications/Bookings

- 1.1 All applications must be on the official application form.
- 1.2 All applications must be 18 years or over.
- 1.3 City of Gosnells reserves the right to refuse an application as per Local Government Act 1995, Part 3, Division 3, 3.1 (b)
- 1.4 City of Gosnells reserves the right to cancel any bookings. Such action would only be taken in the event of extreme necessity, as per Local Government Act 1995, Part 3, Division 3, 3.1 (b)
- 1.5 Bookings will be taken up to 12 months in advance.

2. Charges

- 2.1 Costs of hire are in accordance with the current Schedule of Fees and Charges.
- 2.2 Cancellation of any booking must be made 24 hours prior.
- 2.3 The hirer may make application for a transfer to another date without forfeit depending on circumstances, cost and the availability of the facility.
- 2.4 Charges for annual bookings are invoiced. Payment of invoices is **strictly** 30 days.
- 2.5 Methods of payment are cash, cheque, EFTPOS and credit card (Mastercard and Visa only).

3. Cleaning - At the conclusion of the booking the hirer shall -

- 3.1 Leave the facility in a clean and tidy condition.
- 3.2 Ensure all fans/air conditioning and lighting is switched off.
- 3.3 Wipe tables and stack chairs (stack of 10).
- 3.4 Place all rubbish in bins.
- 3.5 The hirer must report all damage that has occurred either accidentally or maliciously to any part of the building.
- 3.6 The hirer must remove all decorations (including materials used to support, hang or affix the decorations) from the facility.
- 3.7 No equipment is to be dragged, rolled or otherwise moved across a floor.

4. Hirers Responsibilities

- 4.1 The hirer is responsible for the behaviour of all persons attending the booking or activity.
- 4.2 The hirers are responsible for the insurance of their own equipment or supplies.
- 4.3 Hirers are responsible for any public liability in respect of their own activity. (City of Gosnells public liability will only cover injury, loss or damage as a result of any proven neglect or default of the City).
- 4.4 Groups must provide one male and one female adult helper for assistance of children in the change rooms.
- 4.5 Should an accident of/or injury occur in the hired venue as a result of the hirer's booking and/or activity or general hire of the venue, the City of Gosnells cannot be held liable under any circumstances.
- 4.6 The hirer is required to start and finish on time. Set up and clean-up is to be included within the time booked. Failure to do so will incur additional charges.
- 4.7 Any persons or organisations dealing with children MUST have a Working With Children Check (See Criminal Record Checking Act 2004).

5. Permanent Users

- 5.1 Permanent users will make payment of hire charges within 30 days of invoice date.
- 5.2 Permanent users will complete a separate application for one off events.
- 5.3 Permanent users must allow set up and pack up times with the allocated time slot.
- 5.4 All changes to bookings must be completed in writing.
- 5.5 For one off cancellations, seven (7) days written notice is required. Cancellations with less than seven (7) days will incur the full rental fee.

6. Restrictions

- 6.1 WA Law prohibits smoking inside any City owned facility.
- 6.2 No large inflatable/amusement equipment is permitted.
- 6.3 Decorations (such as balloons) are permitted at Leisure World provided they are cleaned away at the end of booking and do not cause any damage.
- 6.4 The hirer shall comply with the provisions of the Health Act, Liquor Act, Police Act, Criminal Code and any other relevant Act in force.

7. City of Gosnells Responsibilities

- 7.1 The City of Gosnells will take every reasonable care and precaution to ensure all equipment is in proper working order, but will not accept responsibility for breakdowns beyond their control.
- 7.2 The City of Gosnells will make every effort to provide the hirer with a clean and tidy facility.
- 7.3 The City of Gosnells is not responsible for any damage, theft or loss of items belonging to or the responsibility of the hirer.
- 7.4 The City of Gosnells or its agent/s reserves the right to close down the booking at any time due to breach of any terms and conditions.

8. Disputes

Any disputes must be made in writing and marked to the attention of the: Facility Bookings Officer at City of Gosnells Leisure World.

Forward application forms to: Facilities Booking Officer
City of Gosnells Leisure World
PO Box 662
Gosnells WA 6990
T: 9251 8700
F: 9251 8722
E: lwbookings@gosnells.wa.gov.au
W: www.gosnells.wa.gov.au

OFFICE USE ONLY	
Processed by:	Date:
Booking Conditions sent:	Returned:
Notes	