

VENUE HIRE TERMS & CONDITIONS

1. Making a Booking

- (a) All completed venue hire agreement forms must be emailed through to info@asalc.com.au
- (b) A booking will be confirmed only when the application for, public liability insurance details and the hirer/permit holder has received a written confirmation letter from the Alice Springs Aquatic & Leisure Centre.
- (c) Hire fees are set in accordance with the Alice Springs Town Council's Fees and Charges Schedule.
- (d) Hire of the centre is for only those areas confirmed.
- (e) The permit is non-transferable.
- (f) The Balance of the hire charge must be paid within 14 days of the invoice date.
- (g) All group bookings MUST sign in on day of usage – before or after the booking.

2. Cancellation

- (a) Request for cancellation of booking must be emailed to info@asalc.com.au at least 24 hours prior to the time of hire. Verbal notification will not be accepted.
- (b) If a cancellation request is not received by the Alice Springs Aquatic & Leisure Centre in accordance with clause 2(a) the applicant will be charged for the booking.

3. Specific Conditions of use

- (a) The hirer/permit holder shall comply with and give all notices required by an Act, Ordinance, Regulation or By-law relating to the activity.
- (b) Drones may not be used without permission from management. Drones flown will be subject to Civil Aviation Safety Authority (CASA) regulations and restrictions.
- (c) All participants must comply with the Alice Springs Aquatic & Leisure Centres Conditions of Entry Policy
- (d) Smoking is not allowed on the premises.
- (e) Alcohol is not permitted on the premises unless appropriate approvals and licences have been granted.
- (f) A minimum no of participants (3) inc private coaching is required to book lane space. Once the no of participants reaches 10 there may be an option to request another lane depending on availability.

4. Applicants Responsibilities

- (a) The hirer/permit holder is responsible at all times to see that order is kept and must obey all instructions issued by management. Management shall have access at all times to see that order is kept and must obey all instructions issued by management. If the hirer holder fails to comply with a condition of the permit and may be revoked in any other justifiable circumstance.
- (b) The Hirer shall be responsible for the replacement of any stolen furniture and for the cost of renewing or making good all damage done to the furniture, furnishings, or any part of the premises from the time the hirer/permit holder and/or employees, helpers or agents commence using the premises until the expiration of hiring. The appropriated costs will be deducted from the bond, and an extra amount will be charged if necessary.
- (c) The hirer, where appropriate, shall ensure that it is licensed, or registered to carry out the activity authorised by the issuing of a permit.
- (d) The hirer is responsible for ensuring that the number of persons attending events does not exceed these respective numbers such that they impact on safe supervision of attendees and the public. For large bookings (Pax 100+) the hirer will be charged for additional staff required to maintain adequate supervision.
- (e) The hirer holder must ensure that the function is brought to a close promptly at the expiration of the hire period and all equipment removed the same day/night to make room for the cleaner to prepare the premise for the next user.
- (f) Hirers are not allowed to make any alterations to electrical installations
- (g) Hirers MUST NOT sublet any part of the premises.

5. General Conditions

- (a) All litter is to be placed in bins and area used for function to be left clean and tidy.
- (b) BBQs can be pre-booked but will incur a hire fee, depending on the area required. All BBQs used must be left clean.
- (c) ASTC supports the elimination of Single Use Plastic (SUP) items from its services, programs, events and facilities. SUPs – including cups, straws, cutlery, and take away food containers – are not to be used on Council land or within its facilities.

6. Alice Springs Aquatic & Leisure Centre Rights

- (a) The sale of food and beverages is permitted only by prior arrangement with management. Management reserves the right to refuse or apply an additional fee in this circumstance.
- (b) Management reserves the right to control access of patrons to the facility.
- (c) The Alice Springs Aquatic & Leisure Centre may refuse an application for hire at its discretion, and does not need to provide reasons for refusal.
- (d) The Alice Springs Aquatic & Leisure Centre may cancel and/or amend a booking at its absolute discretion. Notice of cancellation/amendment would be provided to the applicant at the earliest possible date and the hire charge refunded in the event of cancellation.
- (e) The Alice Springs Aquatic & Leisure Centre may impose additional terms and conditions appropriate to the proposed hire purpose. This includes requirements for accredited security personnel, professional cleaning and traffic management plans.
- (f) The Alice Springs Aquatic & Leisure Centre may charge the applicant for any costs arising from the area not being left clean and tidy, damage to property and / or interference with other users, and these costs will be payable within 7 days of the date of the invoice.
- (g) Pool Space & Equipment hire may change prior to or on the day of a booking to meet the needs of the centre.

7. Insurance and Indemnification

- (a) Management accepts no responsibility for loss or damage which may occur to the hirer's goods or equipment during the period that such goods or equipment are logged in the hired premise or anywhere in the facility. The hirer's electrical equipment must be tagged and tested in order to be used on site.
- (b) The hirer must accept all responsibility for the safety of the public in the event of a fire during the period covered by their arrangement of hiring.

Name		Signature		Date	
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OFFICE USE ONLY

Date pool allocation complete		LINKS Booking ID #	
Date booking confirmed		Booking confirmed by	