



## **SOFTBALL WA FACILITY HIRE**

### **TERMS, CONDITIONS AND GENERAL BOOKING PROCEDURE**

#### **GENERAL BOOKING INFORMATION**

1. Softball WA has the right to amend these terms, conditions and procedures as required.
2. Softball WA reserves the right to revoke or refuse to honour any booking should it see fit.
3. Bookings for use of softball diamonds or facility hire for a function will only be accepted if they are submitted and signed on a Softball WA Booking Form prior to commencement of hire. Forms are to be submitted by email to SWA (admin@softballwa.org.au).
4. Booking for use of diamonds to be made at least 72 hours in advance.
5. Bookings of facility for function (except meetings required for preparation and execution of a softball event) to be made no later than 7 days prior to function.
6. Bookings will be invoiced when SWA approval is granted for booking and payment to be made within 14 days.
7. Substantial bookings or events may require a deposit prior to approval of booking. Refund of deposits is at the discretion of SWA.
8. Cancellation/Alteration of booking must be received in writing and may incur a fee as outlined below:
  - a. Cancellation of booking more than 7 days prior to booking – No charge
  - b. Cancellation of booking less than 7 days prior to booking – 100% of fee.
9. The hirer may change/amend the booking by notifying SWA in writing, at least 72 hours before the use of the facility is to take place.
10. Where the hirer fails to attend a booking and has not provided advance notice of cancellation or alteration, the hirer will incur a cancellation fee of 100% of the hire fees.
11. Other than for Guide Dogs, the hirer will not allow any animal to be brought onto the facility.
12. No person in any part of this facility to behave in an unseemly, improper, disorderly, riotous or indecent manner, swear or use any indecent, offensive or abusive language or gamble or commit any other form of misconduct. No person shall spit in the facility.
13. No person shall climb up or on any roof, fence, wall, partition or other portion of the facility.
14. The hirer will not bring or allow any person to bring onto SWA property any explosives, flammable liquids, corrosive chemicals, dangerous goods or other like hazardous substances.
15. No person shall enter or be in the facility while affected by liquor or drugs.
16. Before keys are released to hirer the appropriate key bond of \$50 cash is to be paid to SWA on collection of keys. (see SWA schedule of hiring charges)
17. All keys are to be signed-out and signed-in on return. Keys can be collected only on day before an event and returned as follows:
  - a. Day time event, during SWA office hours
  - b. Evening event /weekend event/late afternoon event – the next business day.



- c. Key bond will be returned to hirer on return of key.
- 18. All SWA facilities and diamonds are 'smoke free' and hirer to ensure their members are aware of this policy and to enforce this policy when required.
- 19. All groups who are not members of the Softball WA Group Insurance Plan should, at the time of booking provide a copy of their **Certificate of Currency** to SWA.
- 20. All groups must have in place a Public Liability policy of insurance covering their legal liabilities as "occupiers" of Softball WA facilities.
- 21. Insurance: hirer will effect and maintain the following policies of insurance:
  - a. A public risk insurance policy for an amount of \$10 million for each event in respect of staff, agents, invitees, subcontractors, consultants, players, competitors and spectators.
  - b. A policy covering hirer's liability for workers compensation insuring the hirer for events, which may occur at any time during the period of hire.

#### GROUND HIRE

1. All areas to be left in clean and tidy condition at the end of each hire session. All rubbish to be placed in bins provided.
2. The hirer will use these facilities and their related equipment in a safe and proper manner at all times.
3. The hirer to provide their own first aid kits.
4. The hirer is required to vacate the facility at the expiration of time specified on the booking form. Failure to do so will result in additional costs being invoiced to the hirer. Continued and persistent breaches of agreed hire times may result in termination of the booking at SWA 's discretion.
5. The hirer will take all reasonable steps to ensure the safety of participants using the facility during the hire period. The facility will be fully supervised by the hirer or staff of the hirer to ensure order and decent behaviour.
6. The facility hirer is responsible for the cost of any damages incurred by independent guests/children who wilfully or by neglect cause such damage.
7. SWA reserves the right to close diamonds at any time before or during the booked period. If it has rained overnight or during the day of the event, it is the hirer's responsibility to check with SWA to ascertain availability of diamonds
8. Any closure of the facility will be at SWA's discretion. Notification of such closure will be to the person making the booking.
9. Hirer must rake cut-outs on Diamonds 3 & 4 and rake around bases and home plate cut-out on Diamonds 1 & 2, after their session.
10. The hirer shall not permit the use of drugs or consumption of any alcoholic beverage on or around the diamonds. The playing diamonds and surrounding areas are glass free zones, and hirer to ensure no glass items are taken onto diamonds or into dugouts or surrounding areas

#### VENUE HIRE

1. Categories of Hire:
  - a. Casual private Booking: a one-off booking of the venue by an individual person (ie not a softball club or community group)

- b. High Risk Booking: is a facility booking which, in SWA's opinion, has considerable potential to result in property damage, vandalism and/or anti social behaviour. These bookings include (but are not limited to) a birthday party in the age range 16 – 21, a buck's/hens night or other similar function and/or involve sale or provision of alcohol to more than 50 guests
- High-risk functions/bookings may have addition conditions to minimise property damage, vandalism and anti social behaviour.
  - May require hirer to engage licensed security staff.
  - May attract a higher bond.
  - Hirer will be required to submit a WA Police Party Form, so that details of the booking are registered with the local police station. This form to be email direct to SWA and not direct to the police.
2. All areas to be left in clean and tidy condition. Should additional cleaning be required upon inspection by SWA (above that which is normally done) as a result of your use of the facilities, the hirer will be invoiced for these additional costs. Cleaning time by hirer to be included in the total venue hire period. (Please refer to the cleaning checklist provided on acceptance of booking)
  3. The hirer is required to vacate the facility at the expiration of time specified on the booking form. Failure to do so will result in additional costs being invoiced to the hirer. Continued and persistent breaches of agreed hire times may result in termination of the booking at SWA's discretion.
  4. The hirer will take all reasonable steps to ensure the safety of participants using the facility during the hire period. The facility will be fully supervised by the hirer or staff of the hirer to ensure order and decent behaviour.
  5. With the exception of normal wear and tear, the hirer is responsible for the cost of any damages incurred by independent guests/children who wilfully or by neglect cause such damage as a result of that hiring.
  6. Any damage discovered prior to booking to be reported immediately to SWA as this will ensure your organisation will not be held responsible.
  7. SWA Liquor Licence does not permit the hirer to bring own alcohol into venue.
  8. Bar facilities can be provided and the additional cost invoiced to the hirer. This service will be at the Venue Manager's discretion. The hirer shall not permit the consumption of any alcoholic beverage outside of the licenced area of the Venue.
  9. Canteen/catering facilities are available and hirer's needs to be discussed with SWA should these be required. Hirer will be invoiced should these services be required. Kitchen facilities support re-heating only and do not support full meal preparation.
  10. For any Gaming Night or like function, the hirer is to obtain any necessary Licence.
  11. Equipment:
    - a. Furniture and equipment remains the property of SWA and may not be removed from the venue at any time.



- b. The setting up, stacking and storage of tables, chairs and other equipment is the responsibility of the hirer. Chairs and tables to be returned to allocated storage area at the end of the hire period.
- c. Should any damage be caused as a result of the hire, the cost of repair of the damage shall be the hirer's responsibility.
- d. Should the hirer require furniture or equipment in addition to that which is already provided, it must be supplied by the hirer at the hirer's expense and shall be the liability of the hirer.
- e. All electrical equipment brought into the venue must be in a safe, working condition, tested and tagged by an electrician to ensure electrical compliance.



## CLEANING CHECKLIST

### VENUE

- All rubbish to be removed and placed in external bins provided.
- Designated booking area floors to be swept, mopped with clean hot water or vacuumed as appropriate.
- All tables and chairs must be wiped down and put away in allocated areas.
- All appliances to be turned off after use.

### KITCHEN

- Kitchen work surfaces/benches to be wiped down.
- All rubbish to be removed and placed in external bins. Excess rubbish, which does not fit into bins provided, **MUST** be removed from the venue.
- Kitchen floors to be swept and mopped with clean hot water.
- If kitchen fridges used, all food and drink items to be removed and shelves wiped at end of hire period. No food items to be left in kitchen area.
- Microwave to be left clean.
- Sinks and benches to be left clear of debris and wiped down.
- Splashbacks and walls to be wiped down.

### TOILETS

- All rubbish to be removed and placed in bins provided
- Basins to be left clean.
- Toilet floor to be swept and mopped with clean hot water.

### EXTERNAL

- All rubbish (including glass) picked up and placed in bins provided.

### GENERAL

- All venue equipment must be returned to its storage area at the conclusion of the booking
- Please advise SWA of any damage that may have occurred during the booking
- Please advise SWA if any fire protection equipment was used during the booking.



## VENUE CHARGES AND BONDS

### BONDS

❖ Key (Refundable on return)	\$50.00
❖ Venue	
○ Day time function	\$100.00
○ Evening function	\$250.00
○ High-risk function	\$1000.00

### MIRRABOOKA VENUE HIRE

**Community** (SWA affiliates, not-for-profit such as playgroup, yoga group and the like)

- 6am – 6pm \$25.00 per hour
- 6pm to midnight \$35.00 per hour

#### **Standard**

- 6am – 6pm \$50.00 per hour
- 6pm to midnight \$70.00 per hour

### ADDITIONAL FEES

- Unlocking/lockup fee \$40.00
- Kitchen Access \$15.00 per hour
- Bar Staff \$35.00 per hour

### FEATURES

- Capacity: 80 – 100 seated, 200 standing
- Refrigerated cool room – limited access negotiable
- Adjoining kitchen – includes fridge, microwave, hot water urn, hotplate
- Adjoining bathrooms
- Carpeted flooring
- Evaporative air conditioning
- Projector screen available
- Free Wi Fi
- Trestle tables, and chairs available



## GROUND HIRE FEES

**\*\*All Rates are ex GST\*\***

### Diamond 1 & 2

Day Rate	\$45.00 per hour
Night Rate (5pm winter) (6pm summer)	\$70.00 per hour

### Diamond 3 & 4

Day Rate	\$30.00 per hour
Night Rate (5pm winter) (6pm summer)	\$55.00 per hour