

Generated Date:

Function/Event Name:			
Contact:		Booking No:	
Address:		BEO No:	
		Responsible Officer:	
Mobile:		Telephone:	
Email		Email:	
Status:	Revision1		
Venue Booked:		Pax:	

Event Date	Generated Date
Event Name		Generated User	
Organizer		Telephone	
Address		Email	
		Mobile	
Billing Contact		Telephone	
		Email	
		Mobile	

General Notes

Event Menu		
	TIME & MENU ITEM	TABLETOP (Crockery/ Cutlery etc)

CANAPES/ APPETIZER:		
ENTREE:		
MAIN:		
DESSERTS:		
OTHER:		

Event Beverage		
ITEM	MENU ITEM	Remarks
Beer		
Wine		
Soft Drinks		
Spirits		

Hospitality Operations Notes

Kitchen Notes

Housekeeping/ Cleaner Notes

IT/ Sound & Ligting Notes

Sales Notes

CONTRACTORS/ HIRE

Contractor	From	To	Remarks

LABOUR

POSITION	Hours	Value	Remarks
Duty Manager			
Administration			
Ceremony			
Set up Dispense Bar			
Pre-Dinner Drinks (1hr)			
Dinner Bar (5.5hrs)			
Post Function room Clean			
TOTAL Estimate			

BILLING

CHARGE	Value	Date Due/Paid	Remarks
Deposit			
Hire Venue			
Staff Labour			
Corkage Wine	\$		\$5 per bottle
Ice	\$		
Beverage Consumption	\$		
Kitchen Hire	\$		
Dancefloor			
TOTAL Estimate			

Due \$

Due \$

Please read before signing.

1. Use of the Facility is at your own risk
2. Cancellation fee of 50% of total event will only occur if less than 4-weeks' notice is given.
3. Cancellation fee of non-redeemable Deposit will be held for cancellations 3-months prior to the event date.
4. You will be held responsible for your own property and safety and the property and safety of minors in your care.
5. All minors under the age of 12 must be accompanied and supervised by a responsible adult.
6. Please read instructions regarding use of the equipment in the area that you will be using and ensure that you have understood them.
7. Under the Liquor Licensing Laws of Western Australia, we have a duty of care to all our clients and reserve the right to refuse service of alcohol to any persons deemed to be intoxicated.
8. York Recreation and Convention Centre will not be responsible for any loss, damaged, or injury to you and those in your care and minors accompanied by you which arises from the negligence of its servants, agents, independent contractors, voluntary workers, other users of the facility or participants in the activities or other parties providing services though or in the facilities of York Recreation and Convention Centre.
9. This Event Sheet and its content are agreed and in accordance to instruction of deliverables by York Recreation and Convention Centre and function organiser.

I, _____ (full name of function organiser) as supervisor / person in charge and responsible for this function, acknowledge that I have read the above conditions and have explained the conditions of use to all members of the group and acknowledge that I am responsible for the group whilst they are attending the function in the facility as a group.

Person Responsible for Function Signature: _____ Date: _____

DISTRIBUTION TO: Venue Manager Regional Manager Cleaners Hospitality Operations Maintenance/ Engineering

APPLICATION FOR BOOKING: Please note this is only an application to hire the facilities at Loftus Recreation Centre. Confirmation will be made by the Bookings Coordinator or Centre Manager. Centre Management reserves the right to decline any booking application.

HIRERS RESPONSIBILITY: At the end of each booking all equipment must be returned, tables and chairs are to be cleaned, stacked and returned to storage, rubbish removed, and the floors swept/vacuumed and the rooms left tidy. If you are using the function room kitchen, it must be left in the condition hired to you with the benches and floors cleaned and rubbish removed.

REGULAR BOOKINGS: If you wish your booking to be ongoing and regular, please note the maximum period you can make your booking is within one full calendar year. All bookings will be renewed yearly, from October. Please be aware that no guarantee is given for the continuance of your booking; Loftus Recreation Centre's programs take priority. All Bookings must provide 2 weeks' notice in writing of cancellations or changes.

SPECIAL EVENTS/FUNCTIONS: For special events/functions, a security bond of an amount that will be determined by Centre Management is required; your booking can not be secured until this payment is received. If the court/room is returned to its original condition the bond will be refunded to the hirer. If any extra cleaning or there are breakages and/or facility damages the cost will be deducted from the bond. If charges exceed the bond, the group supervisor will be liable for the additional costs. All functions/bookings must conclude, and the venue must be emptied by guests by the booked time. All cleaning must be completed within this time. Any function/booking exceeding these times will be charged \$200/hour thereafter.

BOND: A bond must be paid in order to secure any Special Events/Functions. The Bond amount will be determined by Loftus Recreation Centre Management.

PAYMENT: All bookings MUST be paid prior to the use of our facilities unless other arrangements have been made with the Bookings Coordinator. If you are holding a function in our Centre final payment is required prior to the event taking place. If payment is not received, Loftus Recreation Centre has the right to cancel your booking.

SUPERVISION, PUBLIC SAFETY & SECURITY: The hirer assumes full responsibility during the period of hire for the supervision and control of all its guests, players, members, staff and visitors.

PUBLIC LIABILITY RISK INSURANCE: Hirers on an ongoing booking are required to indemnify the Centre and Belgravia Leisure against any claim for personal injury or property damage arising out of the Centre facilities. Hirers shall have Public Liability Insurance Policy for not less than ten million dollars (\$10,000,000.00) Hirers must produce evidence of insurance for the date(s) of hire in the form of a copy of the policy or a Certificate of Currency prior to the Hire at the time of the booking. This does not apply to bookings made by the public.

EMERGENCY EVACUATION: In the case of an emergency evacuation listen carefully to the Area Warden and follow their instructions to evacuate to the nominated evacuation point **SMOKING** It is Belgravia Leisure policy that smoking is not permitted within facilities under its management. **CATERING** The onsite Café reserved the exclusive catering rights for the Centre. Permission may only be granted by Centre Management. If approved all food must be prepared and transformed within the Health (food hygiene) regulations 1993. **FORCE MAJUERE** Belgravia Leisure shall be relieved from all liability in respect of a breach of its obligations under this agreement, should such a breach be caused, directly or indirectly, by an event of Force Majeure. "Force Majeure" shall mean any act, matter or thing whatsoever not within the reasonable control of Belgravia Leisure and which adversely affects the capacity of Belgravia Leisure to perform its obligations hereunder or wholly prevents the prevents of the same.

RELEASE AND INDEMINITY: The Hirer agrees to occupy and use the Centre Facilities at the Hirer's entire risk and release to the full extent permitted by law. Belgravia Leisure, its officers, servants and agents from all claims and demands of any kind and form all liability which may arise in respect of any accident, damage or injury occurring to any person or property in or about the Centre before during and after the Function.

LOSS OR DAMAGE: Loftus Recreation Centre will not be responsible for any loss, damage, or injury to you and /or minors accompanied by you which arises due to negligence of its servants, agents, independent contractors, voluntary workers, other users of the facility or participants in the activities or spectators or other parties providing services through or in the facilities of Loftus Recreation Centre. You as the hirer are financially responsible for any loss or damage sustained to the Centre during your period of hire. All Functions must provide a bond payment that will be held by the Centre encase of loss or damage including but not limited to the building, equipment or loss of business due to late cancellation, refundable after the event or drawn upon to pay for loss or damages resulting from the hire. If repair or replacement is required and interferes with Centre based programs, loss of income will be charged to the hirer.

FIRST AID: It is the hirer's responsibility to ensure appropriate qualified first aid officers are in attendance for the duration of the booking. Loftus can have a first aid officer available at an extra charge. All sporting bookings and events must supply their own ice. Ice can be stored at reception.

NOTICE OF CANCELLATION: Cancellation of your booking is required 14 days prior to your booking date. If notification is not received, you will be charged the appropriate hire rate. Cancellation of a special event/function is required 14 days prior to the booking date. If appropriate notification is received, 100% of the bond will be refunded. If you wish to cancel and 14 days' notification is not received, your bond will not be refunded.

SMOKE MACHINES: Smoke machines are not permitted at Loftus Recreation Centre under any circumstances

DECLARATION I declare that the information I have provided is complete and accurate and have read, understood and agree to the conditions outlined above. I understand and agree that at all times, being the supervisor of the group hiring the facilities at Loftus Recreation Centre, the group and I will be at our own risk and will not hold Belgravia Leisure or any of their staff liable for any personal injury or loss of property; except for any liability by Belgravia Leisure if it fails to render its services with due care and skill or supplies any material in connection with

those services which is not reasonably fit for the purpose for which they are supplied. I, as a supervisor/person in charge and responsible for this group, acknowledge that I have read the conditions above regarding this application and acknowledge that I am responsible for the group whilst they are partaking in the activities at Loftus Recreation Centre.

Signature: _____ Date: _____.