

Conditions of hire for the Parish Tennis Courts

Our Lady, Queen of Apostles, Stafford

1. Fees and charges

	Day Use	Night (lights)
Summer 8am-6pm	\$10	\$15
Winter 8am-5pm	\$10	\$15

Payments can be made in person at the Parish Office or by Direct Deposit to the following account:

Acc Name **Stafford Parish**
Bank **CBA**
BSB **064-786**
Acc Number **007291107**
Reference **Your Surname**

2. Hours of use

Courts are available for hire from 8am to 10pm seven days per week. A minimum booking of one hour applies to each booking.

3. Bookings

All bookings for tennis court hire must be made in writing. Booking arrangements can be made in writing via email (stafford@bne.catholic.net.au) or in person during office hours. Enquiries are welcome by calling the parish office during office hours. Bookings will only be confirmed and entered into Parish's booking system once the following have been received:

- signed agreement form with acceptance of terms and conditions of hire
- one month payment in advance
- Bond (if applicable)

The hirer is responsible for ensuring all details and hire arrangements are confirmed prior to commencement of hire.

Hire agreements are valid from the commencement and termination times, as specified on the agreement form. If additional bookings are required, an additional application must be submitted.

4. Hirer's contact person

The nominated person on the application form is deemed the primary booking contact person and the person responsible for managing the booking, payment and all obligations under the agreement.

A second person can be nominated, who will be held jointly and severally responsible for all obligations under the agreement.

5. Cancellations and rescheduling

All cancellations or alterations to booking arrangements can be made in writing via email (stafford@bne.catholic.net.au) or by phone during office hours.

The following fees apply:

- where two weeks or more notice is given, there will be no charge
- where less than two weeks' notice is given, the hire fee for the booking will be charged in full, or the hirer may select an alternative date

Parish reserves the right to:

- cancel any booking within two weeks
- cancel any booking if the venue is unfit for purposes
- refuse bookings for functions it deems inappropriate

Parish will not be liable for any loss or damage in consequence of the exercise of this right.

6. Access and keys

The hirer will be responsible for the cost of any damage caused to the grounds, building or contents. Stafford Parish is not responsible for any loss or damage to any property belonging either to the hirer or any other person attending during the hire period.

Key codes are provided to the hirer upon booking confirmation and processing of payment. Key codes will be issued by the Parish Office by email or by another mutual arrangement. Key codes must not be passed to any other person or organisation.

7. Condition of hired courts and/or facility

It is the responsibility of the hirer to inspect the hired courts and/or facility prior to the commencement of the hire period to ensure its condition is fit for purpose. Any issues should be reported to Parish office as soon as possible and where possible prior to use.

The hirer must ensure the site is left in good order and condition after the hire period by ensuring the premises are clean and tidy, all rubbish is removed and any damage is reported and repaired. For the safety of all users, no food, glass or alcoholic beverages of any type are on the court area. No skateboards, scooters and bicycles are permitted at any time. No pets allowed. **Only non-marking soles are permitted on the court.**

Parish representatives may inspect the hired facility after the hire period to ensure compliance by the hirer. Cost of any works required to make good the facility will be deducted from the bond and/or invoiced additionally.

8. Conduct and noise

Hirers must undertake their permitted activities without adversely impacting on the amenity of neighbours. Persons under the age of sixteen must be accompanied by an adult.

The hirer is responsible for the conduct of all people in attendance during the hire period and the maintenance of good order generally. Noise from equipment or activity in the hire area must comply with relevant legislation and policies.

The hirer is also responsible for the behaviour and quiet departure of all people from the hire area at the end of the hire period. Should the hirer need to leave the facility during the hire period, he/she must nominate a responsible person to act on his/her behalf.

9. Inclement Weather Policy

For permanent bookings, In the event of inclement weather, where play is unsafe i.e. storm event, heavy rain, windy conditions a credit will be issued.

For casual bookings, in the event of inclement weather, where play is unsafe i.e. storm event, heavy rain or windy conditions time for weather events which make play impossible will be offered a refund or alternate time.

10. No smoking agreement

Smoking is prohibited in all facilities and grounds owned by the Parish. It is the responsibility of the hirer to manage this ban and encourage people using the facility to support the no-smoking policy.

The Parish reserve the right to amend the fees and conditions of use at any time.