



# Morley Sport & Recreation Court Bookings

Activity Description: .....  
(e.g. Basketball, Volleyball etc.)

Organisation/Hirer Name: .....  
(Tax Invoice issued to this Name)

Postal Address: .....

First Contact Person: .....

First Contact Telephone Number: .....

Email: .....

Second Contact Person:.....

Second Contact Telephone Number: .....

How did you hear about The Morley Sport & Recreation? (please tick)

Facebook      Return Customer      Website      Print Ad      Word of Mouth      Other

BOOKING DATE(s) (Please include day and date)	BOOKING TIMES	COURT REQUIRED (Please Circle)	Number of Courts	APPROX NUMBER OF PEOPLE
		<ul style="list-style-type: none"> <li>• Full Court</li> <li>• Half Court</li> <li>• Whole Arena (5 courts)</li> </ul>		

**SET UP REQUIRMENTS:**  
(equipment/Set up heights)

**Ongoing Bookings Only:**

Daily      Weekly      Fortnightly      Monthly      Other

Booking Start Date: .....Booking End Date:.....

Would you like us to provide information to people enquiring about your event?      Yes      No

Are you an Incorporated Body in accordance with the Associations Incorporation Act of 2015      Yes      No

**Morley Sport & Recreation**  
12 Wellington Road, Morley  
W.A 6062  
P: 08 9375 3529

E: [bookings@bayswater.wa.gov.au](mailto:bookings@bayswater.wa.gov.au)

W: [bayswaterrecreation.com.au](http://bayswaterrecreation.com.au)



# Morley Sport & Recreation

## BOOKING APPLICATIONS

- 1.1 All applications must be submitted on the official application form and the form must be signed.
- 1.2 All applicants must be aged 18 years and over.
- 1.3 A booking enquiry (either by phone, email or in person) does not constitute a tentative booking. The City of Bayswater does not accept tentative bookings. Or requests to 'hold' court availability. Bookings are not confirmed until a booking confirmation has been issued by the City.
- 1.4 All regular bookings conclude on 30<sup>th</sup> June unless otherwise stated.
- 1.5 Hirer to provide a copy of insurance for Public Liability when submitting booking form. The City of Bayswater insurance does not cover negligence/damage by the Hirer to personal equipment or property brought into the facility

## 2. CHARGES AND CANCELLATIONS

- 2.1 Hire fees are in accordance with the current City of Bayswater schedule of fees and charges. Fees and charges are subject to an annual price review and CPI increase in line with the schedule of fees and charges endorsed by the City of Bayswater.
- 2.2 Accounts will be sent out monthly (or as agreed) and are required to be paid by the due date.
- 2.3 If payment is not received by the due date, The City of Bayswater reserves the right to cancel all future bookings. If cancelled, bookings will only be reinstated once all outstanding invoices are paid.
- 2.4 Cancellation of a regular booking must give 72hours (3 days) written notice. Cancellation within the 72hours will incur hire fee charges.
- 2.5 Casual booking must be paid in full 48 hours prior to the booking time.
- 2.6 Cancellations for a single date with more than 48 hours' notice must be made in writing (email is acceptable) and the hire fee paid will be credited to the hirers invoice for the following month. Cancellations within 48 hours of the booking will forfeit the hire fee paid.
- 2.7 In the case of an alternate date requested in place of a cancellation made within 48 hours, it will be at The City of Bayswater management's discretion as to whether the hire fee will be credited to the amended booking.
- 2.8 Payments can be made in person, over the phone or via bank transfer (information on sent invoice)
- 2.9 The City of Bayswater reserves the right to suspend or cancel a booking due to identified safety concerns.

## 3. CENTRE RULES

- 3.1 All City of Bayswater facilities are 'smoke free'. Smoking is strictly prohibited inside the centre and on premises. This includes vaping.
- 3.2 All vehicles in the City of Bayswater carpark must abide by parking signs and park within the parking bays provided.
- 3.4 Signage and decorations are not to be displayed outside of the booking area without prior approval.
- 3.5 Event equipment such as music and or lighting equipment must be approved by the City of Bayswater prior to the booking.
- 3.6 Please ensure you have the correct licences and permits in regards to Alcohol and Gaming.
- 3.7 To avoid damage, decorations cannot be attached to walls, doors, ceilings or partitions.
- 3.8 No activities (running, warm up etc.) are permitted in the walk ways and, in any space, not part of the booking.
- 3.9 The bookings organiser must account for all guests and participants and report to the City of Bayswater emergency response officer in the event of an emergency.

## 4. HIRER RESPONSIBILITIES

- 4.1 Any activities or exercise undertaken within the City of Bayswater premises or its surrounds are at the hirers own risk (as to death and personal injury) including the use of any City services, facilities or equipment.
- 4.2 The hirer is responsible for the behaviour of all the persons attending the booking. Hirers must show respect and common courtesy to other user groups within the centre, staff or persons in the nearby premises.
- 4.3 Hirers acknowledge that any costs associated with breakage or damages to City of Bayswater property or not leaving the venue in a clean and tidy condition will be incurred by the person or organisation named on the booking application form.
- 4.4 The hirer is responsible for ensuring that all people attending the booking only use the courts/ areas that are included on the booking form. Additional charges will apply for the use of areas and court space that has not been booked.
- 4.5 The hirer is required to start and finish on time. Failure to do so may incur additional charges.
- 4.6 Any set up and clean up time must be included within the time booked.
- 4.7 All areas must be left clean and tidy and all waste placed in the bins provided. A cleaning fee may apply if the venue is left in an unsatisfactory condition.

I hereby acknowledge that I have read and understood the Terms & Conditions outlined and accept full responsibility to abide by these terms. I accept that failure to comply with these T&C's will result in the cancellation of my booking and additional charges.

Signature: .....

Name: ..... Date: .....