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www.lumen.wa.edu.au

ABN 27 976824 064

2017

Dear ORGANISATION

Thank you for your enquiry regarding the hire of the Lumen Christi College Sports Centre and Grounds.

Please find enclosed the Sports Centre and Grounds Booking Application Pack, including Terms and Conditions of Hire and Schedule of Charges.

Tentative bookings are being held for a short time for the date listed below. A Booking Fee of \$250.00 is to be paid as soon as possible to confirm your booking. In the event of cancellation, this Booking Fee is non-refundable.

Date	Activity	Entry	Start	Finish	Exit

If we can be of further assistance, please feel free to contact Ian Ashton on 0411 232 748 during business hours or email facilitiesbooking@lumen.wa.edu.au

Yours sincerely

Ian Ashton
Venue Manager



HIRE OF FACILITIES SPORTS CENTRE AND GROUNDS APPLICATION

PO Box 223, Gosnells WA 6990

Tel: 08 9394 9300

Email: lumen@lumen.wa.edu.au

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ABN: 27 976 824 064

ORGANISATION	
CONTACT PERSON	
BUSINESS ADDRESS	
CONTACT NUMBER	
TYPE OF ACTIVITY	
EXPECTED NUMBER OF PEOPLE ATTENDING	
DATE/SO OF ACTIVITY	
CHARGES (Centre)	\$80.00 per hour per side, Courts \$15 per hour each, Gymnasium \$25 per hour
(Grounds)	\$50.00 per hour per pitch (AFL, Cricket, Rugby, Soccer, Cross Country)
(Ancillary Area)	Classroom Spaces \$20 per hour
BOOKING FEE	\$250.00 (Non Refundable if booking is cancelled)
CLEANING	\$80.00 per day/night (To Be Confirmed)

**Please make cheques payable to LUMEN CHRISTI COLLEGE.

Electronic Funds Transfer (EFT) is available by contacting the College.

I confirm that I am over the age of 18.

PRINT NAME: _____

POSITION IN ORGANISATION: _____

SIGNATURE: _____ DATE:

_____/_____/_____

CONDITIONS OF HIRE

1. A Booking Fee of \$250 is to be paid within FOURTEEN (14) days of acceptance of the booking of Facilities.
2. Lumen Christi College is a smoke free venue and therefore No Smoking is permitted within the College buildings or grounds.
3. NO ALCOHOL is to be consumed or brought onto the College grounds.
4. Access for on-site parking is to be strictly monitored and must only be within allocated parking bays. Parking is not allowed on the grassed area.
5. Unauthorised use of College equipment is not permitted.
6. Sports Centre users are not permitted to lean on, pull on, hang off netting under any circumstances, either whilst stored in corner or whilst pulled across protecting wall.
7. The conduct of guests is the direct responsibility of the organisation making application for the hire of the Facilities.
8. Children must be under the direct supervision of an adult at all times.
9. Food and beverages must not be consumed on indoor courts.
10. All rubbish/waste created during the hire period must be removed from the premises by the Hirer or if a small amount, placed in the bins provided.
11. Buildings and grounds must be left secured and all lighting switched off. The cost of any call-outs attributable to The Hirer will be recoverable from The Hirer.
12. The Hirer shall be liable for and shall indemnify the College against any liability, loss, claim or proceeding in respect to any injury, loss or damage whatsoever, to any property real or personal arising during the hire period.
13. The College does not supply a First Aid Kit to The Hirer of the facility. The Hirer of the Facility is advised that they are to bring their own First Aid Kit with them when they use the Facility.
14. Any costs incurred by Lumen Christi College as a result of any breakage, damages or failure to leave the premises hired in a clean and tidy condition, will be payable to Lumen Christi College, either by the signatory to the Hire Application in his or her individual capacity or by the organisation named in the Application, upon demand by the College.
15. Lumen Christi College requires 48 hours written notice in the event of a booking cancellation or a request to amend booking times, failing which the Hirer will be charged for the hire of the Facility.
16. Lumen Christi College has priority usage of the Facility and in the event that the Facility is required to be used by Lumen Christi College and has already been booked by an outside party, Lumen Christi College will endeavour to advise the Hirer by giving two (2) week's notice that the Facility is no longer available to the outside hire on the date originally booked.

ACCEPTANCE AND AUTHORITY

I have read and understand the above mentioned conditions of hire of the Lumen Christi College Sports Centre and Grounds and I accept them unconditionally. I confirm that I am authorised to enter into this Agreement on behalf of the organisation named below.

ORGANISATION NAME

BUSINESS ADDRESS

REPRESENTATIVE NAME

AUTHORISED SIGNATURE

DATE

PUBLIC LIABILITY INSURANCE

(Copy of Certificate of Currency Required)

NAME OF INSURER

POLICY NO

AMOUNT OF COVER

OFFICE USE

BOOKING FEE
INVOICED

BOOKING FEE
RECEIVED

DATE RETURNED

NOTES

