

# FACILITY HIRE TERMS AND CONDITIONS

## **Facility Hire Terms and Conditions:**

Campbelltown City Council endeavours to provide a safe and enjoyable facility for all users.

Customers undertaking facility hire with Leisure Services acknowledge the list of terms and conditions below.

1. Facility hire is classified as exclusive use of an area of the facility. Facility hire includes but is not limited to lane hire, room hire, sport-hall hire and hut hire.
2. Casual Hirer means any person or group of persons (not being a sporting body, club, association, corporation or incorporated body), who hires a Council facility for non-commercial or non-profit making purposes, less frequently than once per calendar month or twelve times per calendar year.
3. A casual hirer does not require public liability.
4. Sporting bodies, clubs, associations, corporation or incorporated body, non-commercial or nonprofit or a person who attends more than twelve times a year will need to provide public liability at the time of facility hire request as outlined in Council's Casual Hirers Public Liability Policy.
5. Requests for facility hire can only be accepted via a completed online Facility Hire Application form via Council's website.
6. Facility hire can be made for one occasion (casual) or multiple occasions (regular).
7. Where a facility hire request is made for multiple occasions, the total number of consecutive occasions shall not exceed 12 individual occasions or extend beyond 3 consecutive months without approval from the Centre or Venue Manager.
8. The centre/venue Conditions of Entry apply to all persons.
9. Facility Hire applications from school groups are required to meet the NSW Department of Education water safety guidelines for unstructured aquatic activities. These guidelines apply to unstructured aquatic activities including free Swimming Activity Days for individual classes or the whole school, free swimming incorporated in a school swimming carnival and free swimming in a weekly school sport program.
10. Groups and schools need to read the Water Safety Guidelines for Unstructured Aquatic Activities and be familiar with staff and student induction information, the proficiency test ('The Challenge') and how to classify students based on proficiency.
11. Groups and schools need to be aware that at times members of the public may use the facilities and change rooms. The NSW Department of Education website explains the Department's responsibility of supervision within the facilities and changing rooms.
12. Requests for facility hire will be considered with regard to current/approved programs, services, bookings or facility hire that are in place.
13. Customer service will be in contact to offer alternative facility hire dates and times where requests received conflict with current/approved programs, services, bookings or facility hire.
14. Payments for facility hire for huts or meeting rooms may be made via the online portal.
15. Payments for lane hire and sports hall may be made via invoice, payable in line with the Council's payment terms stipulated on the invoice (30 days). Payment via invoice will only be accepted if the invoice is paid in full prior to the date and time of the facility hire booking.
16. If there are fewer days than 30 days between the date of confirming the facility hire and the facility hire date, then all facility hire fees shall be paid in full within two business days of the confirmation of the booking.
17. Payments for facility hire may be paid in person at the centre reception, however this payment method requires the payment to be made prior to the facility hire date and time.
18. All hire cancellations must be submitted via email to the centre. Hire fees will only be refunded if cancellation is advised 7 days prior to the confirmed hire date. A 20% administration fee is applicable to all refund amounts.