

Cavanbah Centre Conditions of Hire

The Hirer will:

- Behave in a manner that is safe and respects the enjoyment and safety of all other people using the Cavanbah Centre.
- While engaging in sport/activities at the Cavanbah Centre, do so at their own risk.
- Not attempt to enter any other area they have not hired.
- Agree to adhere to all other conditions of entry, rules and regulations as displayed.

Bookings

- Fees and charges apply for the use of all Council sports grounds and facilities.
- Full payment of hire fees is required before the booking is considered confirmed. An Invoice will be issued for this purpose.
- Facilities not paid for at the time of booking will not be reserved.
- Additional 'out of hours' fees will apply if the booking times are outside of our 'standard operating hours'.
- All booking amendments are to be provided in writing at least 24 hours' notice prior to the booking date. Approval of changes is dependent on availability; amendments are not confirmed until written acknowledgement is provided to the hirer by Cavanbah Centre Management.
- The Hirer will complete a pre-inspection checklist prior to use.
- Council will retain the right to determine the suitability of the sports fields and courts and to declare, without further reference, consultation or compensation to the hirer, the condition is unfit for suitable use.

Cancellation and Refund Policy

- Council requires written advice/request when a booking is cancelled.
- Any booking cancelled 8 days or more prior to the booking date will **not** incur a cancellation fee. A full refund of hire charges less an administration fee of \$25.00 will apply.
- Any booking cancelled 7 days or less to the booking date will result in a cancellation fee equal to 50% of the total booking cost.

- Any booking cancelled with less than 24 hours' notice, **will** result in forfeit of the entire booking cost.

Setting up and Pack-down

- Equipment required (e.g., tables, chairs, tea, and coffee) must be listed on the booking form. Cavanbah Staff will arrange in the room prior to your booking start-time.
- The hirer is responsible for setting up and packing down Hirer's equipment.
- Set-up (access) and Pack-down (vacate) times must be included in your booking times.
- Any bookings that run overtime must be approved by Cavanbah Centre Management and additional hire charges will apply.

Cleaning

- The Hirer is required to leave the facility in a clean state (as per start of booking) before they vacate.
- All garbage is to be placed in the bins provided.
- Failure to comply with the above cleaning standards will result in additional cleaning costs incurred to the Hirer.

Smoking

Smoking is not permitted inside the Cavanbah Centre or within 10 meters of the facility.

Animals

Animals are not permitted at the Cavanbah Centre or surrounding sports fields. Exceptions that do not require any approval include guide dogs, carer animals, and official animals (e.g., police dogs)

Policies / Public Liability

The hirer must include the following items on their insurance policies and provide a copy to Cavanbah Centre Management:

- Provide coverage of at least \$20 million dollars.
- List Byron Shire Council as an 'Interested Party'.
- Require the insurer to notify Cavanbah Centre Management of any cancellation or non-renewal of the policy.

First Aid

- The Hirer is responsible for the supply and treatment of all first aid throughout the duration of their booking. This includes the supply of ice, emergency equipment and trained personnel.
- Report any injuries, safety issues, damage or identified hazards to Cavanbah Centre Management when they are identified.

Emergency Evacuation

- Evacuation routes must not be obstructed. Clear exits are required for all emergency EXIT doors.
- In the event of an emergency, all patrons must follow the instructions of Cavanbah Centre Management.