

WILLUNGA RECREATION PARK Inc

Facilities Booking Form

PO Box 208
Willunga SA 5172

Phone: 8556 2407
Mob. 0418 807 529

Email: booking@willungarecpark.com.au

Name of applicant: _____

Address: _____

Organisation: _____

Dates of activities: _____

Time of arrival: _____

Time of departure: _____

Contact(1)	Contact (2):
Phone: _____	Phone: _____
Mobile: _____	Mobile: _____
Email: _____	Email: _____

Bond Refund details: BSB Account

Facility	Bond	Daily Charge	Cost	Hourly charge	No of Hours	Cost
Festival Hall	200	440		55		0
Show hall	200	225		35		
Kitchen	100	40				
Bar -glasses	100	40				
Supper Room		42		12		0
RSL/CWA 4 hr min		80		20		0
Oval & surrounds						0
Insurance						
less 50% affiliate clubs						
Sub total			0			0
Total Due						0

Please read and accept the conditions listed below and confirm the date(s) and time(s) required are available, and sign this form and return it to the above address together with your cheque. If you prefer to pay by electronic funds transfer, send the signed form to the above address and pay the total payment to Willunga Recreation Park Inc. **Bendigo Bank BSB 633 000 A/C No 154 306 781.**

Conditions of Hire

1. All users/hirers of Willunga Recreation Park (WRP) facilities must consider the safety of themselves and others as their first and most important priority.
2. All users must report any dangerous or unsafe situations to WRP management as soon as possible. **Phone 8556 2407 (business and after hours)**
3. Drivers of all types of motor vehicles on the grounds of WRP **must obey speed signs (10 kph)** and drive safely in the interests of pedestrians and other motorists using the park.
4. Hirers must **pay a refundable bond within 7 days** of confirmation of a booking or the booking will lapse.
5. The person making the booking is responsible to see that all equipment is used only for the purpose it is intended.
6. At the end of the hire period all equipment must be returned to its original location: all electrical appliances/lights are turned off: all rubbish is placed in the bins at the front of the hall: that all doors are securely shut/locked. If it is necessary to call a cleaner/caretaker to do any of the above then part or all of the bond will be used to recover any costs.
7. Hall hire commences immediately the hirer takes possession of any part of these facilities. Set-up time is part of the cost of hire. A clean-up time of one hour is allowed for the hirer without charge at the end of the event.
8. When the kitchen is used, the cost of re-charging the gas bottles is an expense of the hirer (up to \$100).
9. When alcohol is served the hirer accepts all responsibility for obtaining the appropriate liquor licences and meeting all related legal responsibilities.
10. Breakages outside normal wear and tear will be an added cost to the hirer.
11. The person(s) hiring any of the WRPI facilities must have adequate insurance policies to cover injury and property. Proof of this may be requested.
12. Temporary storage is available for a negotiated fee upon request.
13. When keys are issued to the hirer they must be returned before 7:30Pm Mon – Sat and Sundays 6:30 PM unless prior arrangements have been made.
14. The glass doors of the Stadium must be locked with the key but they can be opened from inside when locked. All other external doors can be locked without the keys and it is your responsibility to make sure the premises is secure and all lights turned off before leaving.
15. Hirers must follow any evacuation procedures and emergency exits. Emergency exits must be left clear at all times.

The above conditions apply because it is expected that all users of the park contribute to its operation and maintenance. Insurance and cleaning costs alone are in excess of \$30,000 per year.

Signature

Date