

WILLUNGA RECREATION PARK Inc

Facilities Booking Form

PO Box 208
Willunga SA 5172

Phone: 8556 2407
Email: booking@willungarecpark.com.au

Name of applicant: _____
 Address: _____
 Organisation: _____
 Dates of activities: _____
 Time of arrival: _____
 Time of departure: _____

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

Bond Refund details: BSB Account

Facility	Bond	Daily Charge	Cost	Hourly charge	No of Hours	Cost
Festival Hall	200	600		60		
Show hall	200	300		45		
Kitchen	100	80				
Bar -glasses	100	50				
RSL/CWA				25		0
Oval & surrounds						0
Stage						
Insurance		50				
less discount						
Sub total			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 email/post 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 may be asked to pay a non-refundable deposit **within 7 days** to secure the booking with the balance payable by the day before commencement of the booking or the booking will lapse.
5. A refundable Bond will be applied to new hirers and other bookings at the discretion of WRP.
6. The person making the booking is responsible to see that all equipment is used only for the purpose it is intended.
7. 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.
8. 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.
9. If the kitchen stove is used, an additional charge may be levied up to \$20 to cover gas.
10. When alcohol is served the hirer accepts all responsibility for obtaining the appropriate liquor licences and meeting all related legal responsibilities.
11. Breakages outside normal wear and tear will be an added cost to the hirer.
12. The person(s) hiring any of the WRPI facilities must have adequate current insurance policies to cover injury and property. Proof of this may be requested. WRP can provide 1 off insurance cover for \$50 as part of its Insurance.
13. Temporary storage is available for a negotiated fee upon request.
14. Arrangements for keys and access will be agreed upon for each booking.
15. The glass doors of Festival Hall 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.
16. 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