



e: contact@yarrabilba.org  
 w: yarrabilba.org  
 ph: 1300 743 340

## FACILITY HIRE AGREEMENT - APPLICATION

Organisation Details			
<b>Organisation Name:</b>			
Not for Profit: Y / N	School: Y / N	Other:	
Current address:			
City:	State:	Post Code:	
Contact Information			
<b>Name:</b>		<b>Position:</b>	
Phone:	Mobile:	Email:	
<b>Name:</b>		<b>Position:</b>	
Phone:	Mobile:	Email:	
<b>First Aid Officer:</b>			
Phone:	Mobile:	Email:	
Facility Requirements			
<b>Please also complete the attached Facility Hire Details form.</b>			
<b>Hired Facilities</b>			
Field/s:	Hall	Meeting Room	Whole Facility
Type of Event:			
Insurance Requirements			
The hirer will need to provide sufficient evidence of insurance cover hiring the facility at the time of executing this Sports Facility Hire Agreement.			
Insurance Company:			
Policy No:		Expiry Date:	
Limit of Coverage:	<i>(minimum \$20mil required)</i>		
Payment Information			



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Following the completion of this form and confirmation of your booking, you will receive a Tax Invoice or You will receive a confirmation letter setting out the Deposit and Total Amount due for your booking.

Deposit – due within fourteen (14) days of the date of the confirmation letter to confirm your booking. Deposits shall be forfeited should you cancel within 7 days of your scheduled event booking.

Total Amount – due within one (1) month of the booking date.

Payment can be made at by direct deposit or to treasurer. Please retain all receipts as evidence of payment.

## SPORTS FACILITY HIRE AGREEMENT - CHARGES

### Standard Hire charges

#### Hall

Casual	\$40.00 per Hour
Commercial	\$50.00 per Hour
Frequent	\$30.00 per Hour
Regular	\$35.00 per Hour
Business function	\$190.00 per Day
Weekend function	\$550.00 per Day

#### Meeting

Casual	\$20.00 per Hour
Commercial	\$25.00 per Hour
Frequent	\$15.00 per Hour
Regular	\$17.50 per Hour

#### Other

Whole Facility	\$1000 per day – minimum charge.
Playing Fields	\$65.00 per hour – minimum charge
Facility Fee	\$150.00 per Event
Key Bond	\$55.00 per Event
Public Holiday Fee	\$230.00 per Event
Weekend Bond (High Risk)	\$1000.00 per Event
Weekend Bond (Low Risk)	\$250.00 per Event
Weekend Bond (Medium Risk)	\$750.00 per Event



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## Hire charges notes

### Hall

Frequent	Minimum 10 hours per week.
Regular	Once a week or minimum four hours per month.
Business function	Daily Rate.

### Commercial

The commercial hire rate applies to all businesses and government organisations (hall and meeting rooms). Community groups charging fees for their events and or an entry fee are also subject to paying the commercial rate.

### Weekend function

This hall can be booked for parties and similar events such as wedding receptions and community gatherings during the weekend function hire period (Fridays and Saturdays from 12.00pm to 12.00am). Up to 8 hours per event. A minimum of two security guards is required for weekend function hire events. Only Yarrabilba Community Association Inc. or Logan City Council contracted security guards can be used. Contact the Booking Officer for information about security fees. Additional bonds Apply.

### Meeting

Frequent  
Minimum 10 hours per week.

### Regular

Once a week or minimum four hours per month.

### Commercial

The commercial hire rate applies to all businesses and government organisations (hall and meeting rooms). Community groups charging fees for their events and or an entry fee are also subject to paying the commercial rate.



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## Other

### Whole Facility

Minimum charge for exclusive use of the entire complex – final charge subject to event and usage requirements.

### Playing Fields

Minimum charge for activities on the playing fields – final charge subject to season and supporting requirements including lighting and toilet facilities.

### Key Bond

Fully refunded on return of all keys.

## Facility Fee

Applies for events utilising the kitchen for catering purposes and/or extensive use of utilities in the hall.

### Public Holiday Fee

Community Halls are available for hire on public holidays. All normal fees and charges apply, plus an additional fee to cover public holiday salary costs for cleaning services.

### Weekend Bond (High Risk)

Applies to all evening events. Events with security guards, birthday parties, engagement parties, wedding receptions or any other event having alcohol.

### Weekend Bond (Low / Medium Risk)

Medium and Low both depend on the number of people, and will apply to events with no alcohol, time of day e.g. children's party early afternoon

## Hire conditions

Weekend function is allowed – subject to approval

Parties or loud noise is allowed – subject to approval

Alcohol consumption subject to facility licencing approvals

## SPORTS FACILITY HIRE DETAILS

FACILITY	FIELDS / COURTS	DATES REQUIRED	DAY/S	TIME	SPORT	NO OF PARTICIPANTS
<i>Example: Owen Park</i>	<i>List the fields / courts required</i>	<i>xx/xx/14 to xx/xx/14</i>	<i>Days of week</i>	<i>xx am to xx pm</i>	<i>Example: Rugby</i>	<i>Xx</i>

**ADDITIONAL COMMENTS / REQUIREMENTS:**

# Sports Facility Hire Agreement

## Terms & Conditions

Reference Schedule [Admin Use Only]			
Hirer:			
Hire Period:			
Agreed Use:			
Hired Facilities: (delete as necessary)	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;">           Hall            Meeting Room 1            Meeting Room 2            Lights            Toilets            Change Rooms            Canteen            Whole Facility         </td> <td style="width: 50%; border: none; vertical-align: top;">           Field numbers:         </td> </tr> </table>	Hall Meeting Room 1 Meeting Room 2 Lights Toilets Change Rooms Canteen Whole Facility	Field numbers:
Hall Meeting Room 1 Meeting Room 2 Lights Toilets Change Rooms Canteen Whole Facility	Field numbers:		
Overrun charge:	\$ <u>or</u> Not Applicable		
Special Terms:			

### INTERPRETATION

1. The Yarrabilba Community Association also known as YCA or Yarrabilba Connect;
2. The HIRER is the person, firm, company, business, school or association hiring from the Club;
3. The FACILITY means the facilities located at 1-23 Shaw Street, Yarrabilba Q 4207, including:
  - (i) Building – Hall, meeting rooms, kitchen, toilet amenities, outdoor area;
  - (ii) Canteen/Kitchen – Yarrabilba Community Association reserves first right of refusal for all rights to operate the canteen/kitchen at all events held at the facility.
  - (iii) Change Rooms – showers, toilets, change area;
  - (iv) Fields – # fields, scoreboard shed;
4. The AGREEMENT means this Facility Hire Agreement and all annexures and attachments.
5. The HIRED FACILITIES means the Facilities to be used by the Hirer as set out in this Agreement.

### Booking Procedure

1. The Facility is available for hire by prior arrangement and subject to the terms of conditions of this Facility Hire Agreement.
2. The Facility Hire Agreement application must be completed and forwarded to the Yarrabilba Community Associations .
3. All communications with regard to sports facility hire should be directed to the [contact@yarrabilba.org](mailto:contact@yarrabilba.org).

### USE OF FACILITY

4. Grant of licence
  - a. Subject to this Agreement, the Associations grants to the Hirer a non-exclusive licence to use the Hired Facilities for the Hire Period for the Agreed Use.
  - b. The Hirer acknowledges that the two (2) people listed on the Application Form accept the responsibility for the hiring and condition of the Facility during the Hire Period.
5. Hire Period
  - a. If a specific starting time has been agreed between the Yarrabilba Community Associations and the Hirer, the Hirer must not change the starting time without prior written consent of the Venue Manager.
  - b. If, due to inclement weather, the Hired Facilities will not be used, the Hirer must contact the Yarrabilba Community Association either via [contact@yarrabilba.org](mailto:contact@yarrabilba.org) or 1300 743 340. Failure to notify of cancellation at least one (1) hour prior to the Hire Period time will incur a fee of 50% of the hire fee for personnel attendance costs (GST incl).

- c. The Yarrabilba Community Association may impose on the Hirer an overrun charge as specified in the Schedule for any use of the Facility subsequent to the Hire Period.

## **The Hirer's Obligations**

### **6. Access**

- a. The facility will be opened and closed by a Committee Member; OR Keys/ Alarm Codes provided
- b. Generally, the bar facilities must be supervised by a Committee Member who holds a valid RSA licence and has the right to refuse service to any patron/s; where the hirer is using their own licence, this may be waived.
- c. The hirer is responsible for ensuring guests are aware that no alcoholic beverage may be brought outside the facility and/or onto the courts / fields.

### **7. Canteen/Kitchen Access**

- a. The Yarrabilba Community Association reserves the first right of refusal to operate the kitchen for all catering and Liquor License operations that will occur at the facility;
- b. Where the Yarrabilba Community Association agrees to include canteen or kitchen access in a hire activity, the Hirer agrees to pay a Bond for the hire of the key to the canteen during the Hire Period, which may be in addition to any other bonds or hire fees – a quote will be supplied;
- c. Where the Yarrabilba Community Association or the hirer does not have a suitable Liquor Licence for the activity, the Hirer must ensure that alcoholic beverages are not consumed at the Sports Facilities.

### **8. Change room / Toilet Access**

- a. The change room / toilet building will be opened and closed by a Committee Member; OR The Hirer will be provided with a key to access the change room / toilet building during the Hire Period and will be responsible for the opening and closing of the change room / toilet building;
- b. The Hirer agrees to pay a Bond for the hire of the key to the change room / toilet building during the Hire Period;
- c. Supply of toilet paper/towels etc & re-stocking

### **9. Keys and passes**

- a. The Hirer must ensure that all keys and passes of any kind relating to the Facilities given to the Hirer are:
  - i. kept by people authorised in writing by the Yarrabilba Community Associations;
  - ii. not duplicated; and
  - iii. returned to the Yarrabilba Community Association when the Hirer vacates the Facilities, or at the end of the Hire Period,  
whichever is earlier.

### **10. Safe and proper use**

- a. The Hirer must use the Facilities in a safe, proper, and efficient manner.
- b. Before using the Facilities the Hirer must ensure that the fields/rooms are in a proper and safe condition for use. Any safety concerns must be reported to the Yarrabilba Community Association immediately.
- c. The Hirer must comply with any reasonable direction of the Yarrabilba Community Association in connection with the safe and proper use of the Facilities.
- d. The Hirer must ensure that all fields / courts being used at all times have post pads properly fitted.
- e. The Hirer must ensure that all junior players are supervised at all times by:
  - i. a coach who is adequately qualified; or possession of blue card
  - ii. one or both of the persons who are responsible for the hire as indicated on the application form.
- f. The use of bikes, roller blades, scooters, skateboards etc, is prohibited anywhere within the Sports Facility unless agreed before hiring club.
- g. The Hirer must ensure that motor vehicles are not driven onto the fields, excluding emergency vehicles.
- h. The Hirer is responsible for providing its own first aid assistance including the supply of ice.

### **2. Cleaning of Sports Facility**

- a. The Hirer must vacate the Sports Facility (including removing all rubbish, equipment, banners and all other goods of any kind brought into the Facility by the Hirer) by the end of the Hire Period.

- b. The Hirer must ensure that the Facilities are left a clean, tidy, safe and proper condition to the Committee's satisfaction.
  - c. Any additional cleaning charges will be taken out of the Bond charged to the Hirer or where no bond has been paid by the Hirer, the Hirer agrees to pay to the Yarrabilba Community Association the reasonable costs incurred in cleaning the Facilities.
3. Car Park
- a. The car park area must be left in a clean, tidy, safe and proper condition.
4. Refuse
- a. All garbage and individual garbage bins must be emptied.
5. Damage
- a. The Hirer is responsible for any accidents, loss, damage or injuries sustained by any person using the Sports Facilities during the time that this facility is hired to the Hirer, except to the extent that any such injury arose from or by reason of any defect with the Facilities and the Hirer agrees to indemnify the Yarrabilba Community Association against all claims and demands made costs incurred in connection with such actions.
  - b. The Hirer is responsible for any damage caused to the Facilities (fair wear and tear accepted) and the Hirer agrees to pay to the Yarrabilba Community Association, on demand, the cost of any repairs or replacement of any damage caused during the Hire Period.
  - c. The Hirer must immediately advise the Yarrabilba Community Association of any accidents, loss, damage or injuries sustained by any person during any period of hire.

Hirer Signature

Hirer Name

Date