



## VENUE BOOKING REQUEST FORM

**1. Organisation's Name:** \_\_\_\_\_

Contact Person: \_\_\_\_\_ Ph: \_\_\_\_\_ Mob: \_\_\_\_\_

Alternative Contact Person: \_\_\_\_\_ Ph: \_\_\_\_\_

Email or fax number for confirmation: \_\_\_\_\_

Postal address for invoicing / confirmation: \_\_\_\_\_

**2. Nature of the activity:** \_\_\_\_\_

Estimate number of participants: \_\_\_\_\_

**3. Area(s) required** (please tick):

<input type="checkbox"/> <b>Basketball / Netball / Soccer:</b>	<input type="checkbox"/> 1 court	Half or Full (circle)			
	<input type="checkbox"/> 2 courts	Half or Full (circle)			
	<input type="checkbox"/> 3 courts	Half or Full (circle)			
<input type="checkbox"/> <b>Volleyball:</b>	<input type="checkbox"/> 1 court	<input type="checkbox"/> 2 courts	<input type="checkbox"/> 3 courts	<input type="checkbox"/> 4 courts	
<input type="checkbox"/> <b>Squash:</b>	<input type="checkbox"/> 1 court	<input type="checkbox"/> 2 courts	<input type="checkbox"/> 3 courts	<input type="checkbox"/> 4 courts	<input type="checkbox"/> 5 courts <input type="checkbox"/> 6 courts
<input type="checkbox"/> <b>Other:</b>					
<input type="checkbox"/> <b>Meeting Room (Capacity 15 seated, 7.5m x 4m)</b>					

**4. Booking details** (tick 1 option):

**One-off Booking:** Day: \_\_\_\_\_ Date: \_\_\_\_\_

Times required: \_\_\_\_\_

**Regular/Periodic Booking:**

Start date of Booking: \_\_\_\_\_ End date of Booking: \_\_\_\_\_

Day/s required: \_\_\_\_\_ Times required: \_\_\_\_\_

Dates Booking is NOT required (eg. School holidays): \_\_\_\_\_

**5. Set up Requirements:** Supply only. If you require us to set up your function, additional fees may apply.

Item	Number Required	Item	Number Required
Tables (max _____)			
Chairs (max _____)			
Whiteboard (supply own markers)			

**6. Catering:** The South West Sports Centre is the sole catering contact for the centre (outside catering is not permitted). We have a number of catering options available or we can customise to your requirements.

Do you require catering for your function?  Yes  No If Yes, see attached for details

**7. Declaration:** I, the person making this booking, have read and understood the South West Sports Centre's Venue Booking Terms and Conditions (Please see over for full terms and conditions)

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# VENUE BOOKING TERMS AND CONDITIONS

## PAYMENTS & FEES

- All fees are to be paid on or before the commencement of the booking unless otherwise arranged.
- Invoicing is only available with approval from centre management and may require issuing of an order number from the hirer.
- Bookings with invoice approval must be paid within (14) days of the invoice.
- Payments not received by the due date(s) may result in cancellation of booking.
- **DEPOSITS:** Substantial bookings or events may require a deposit prior to approval of booking. Refund of deposits is at the discretion of management.
- **AMENDMENTS TO BOOKINGS:** Any requested changes to your booking must be submitted in writing (eg. Fax, email, letter) for approval.
- **CANCELLATION / ALTERATION OF BOOKING:** Any cancellations must be received in writing and may incur a fee as outlined below:
  - Cancellation of your booking more than 7 days prior to the booking: No charge
  - Cancellation of your booking less than 7 days prior to the booking: 100% of total booking fee

## GENERAL TERMS & CONDITIONS

- Bookings will only be accepted if they are submitted and signed on a Venue Booking Request Form **prior** to commencement of Hire
- The South West Sports Centre reserves the right to cancel bookings providing notice is given in writing at least 30 days prior to the booking start date.
- Management reserves the right to use the facility, should it be required for a special purpose or one off events providing the request is made in writing at least 60 days prior to the booking start date.
- All areas used must be left in a clean and tidy condition. Should the centre require additional cleaning (above that which is normally done) as a result of your use of the facilities, the hirer will be invoiced for these additional costs.
- Cleaning time by the hirer must be included in the total venue hire period.
- The hirer shall not permit the consumption of any alcoholic beverage during the currency of the hirer's booking without the written approval of the Centre Manager. The Centre Manager will only provide written consent if the State liquor regulations can be satisfied.
- The hirer will not sublet any part of the Centre without prior written approval from Centre Manager.
- The hirer is required to vacate the Centre at the expiration of the time specified on the booking form. Failure to do so will result in additional costs being invoiced to the hirer. Continued and persistent breaches of agreed hire times may result in termination of the booking at the Centre Managers discretion.
- The hirer will take all reasonable steps to ensure the safety of participants and spectators using the facility during the hire period. The facilities will be fully supervised by the hirer or staff of the hirer to ensure order and decent behaviour.
- The venue hirer is responsible for the cost of any damages incurred by dependent guests/children who willfully or neglectly cause such damage.
- Any damage discovered prior to booking, please report to reception as this will ensure your organisation will not be held responsible.
- In the event of the emergency evacuation signal sounding through PA system, assemble hirers group together and await staff instructions.

## OFFICE USE ONLY

Request venue available? Yes / No                      Approved: Yes / No                      Date: \_\_\_\_\_

Has the booking been entered into the appropriate booking sheets? Yes / No

This booking has been confirmed via:  Email             Letter             Phone             Fax            on \_\_\_/\_\_\_/\_\_\_

Payment method     Invoice                       Pay on day     Recorded in tracking sheet

Has invoice been generated     Yes             No    \*\* If no, which date invoicing actioned on: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

## PAYMENT DETAILS

Total Hire Fee:            \$ \_\_\_\_\_

Deposit Paid:              \$ \_\_\_\_\_

Date paid: \_\_\_\_\_

Receipt#: \_\_\_\_\_

**BALANCE OWING:**        \$ \_\_\_\_\_

Date paid: \_\_\_\_\_

Receipt#: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# CATERING MENU

SOUTH WEST SPORTS CENTRE  
1 ROTARY DRIVE  
HAY PARK, BUNBURY W.A. 6230

**Catering Manager: Angie Stonard**

Phone: 08 9795 2205

Email: [astonard@bunbury.wa.gov.au](mailto:astonard@bunbury.wa.gov.au)

\*Tea, coffee, orange juice and chilled water - \$4.00/head.

\*Tea, coffee, orange juice and chilled water + biscuits OR slice OR muffins - \$5.50/head.

**MENU 1 - \$6.50/head**

\*Tea, coffee, orange juice and chilled water.

\*Tray of mixed sandwiches (1 round each) or mini wraps or mini subs.

\*Tray of party pies and sausage rolls with sauce (amount to suit numbers).

**MENU 2 - \$8.50/head**

\* Tea, coffee, orange juice and chilled water.

\*Tray of mixed sandwiches (1 round each) or mini wraps or mini subs.

\*Tray of party pies and sausage rolls with sauce (amount to suit numbers).

\*Tray of pizza pieces (amount to suit numbers).

**MENU 3 - \$9.50/head**

\*Tea, coffee, orange juice and chilled water.

\*Tray of mixed sandwiches (1 round each) or mini wraps or mini subs.

\*Tray of party pies and sausage rolls with sauce (amount to suit numbers).

\*Tray of pizza pieces (amount to suit numbers)

\*Tray of oriental chicken pieces (amount to suit numbers).

**ALL DAY CATERING - (Morning tea, lunch and afternoon tea) - \$14.50/head**

**Also available**

Seasonal fruit platter \$30 each

The above selection can be easily tailored to individual needs  
**SPECIAL DIETARY NEEDS ARE CATERED FOR ON REQUEST**

**Please do not hesitate to contact me to discuss different options**