

Michelago Hall and Tennis Courts Management Committee

Bookings Form

Michelago Hall / Tennis Courts

1. The submission of a booking request and its subsequent approval and payment, constitutes a hire agreement under which the Committee agrees with the Hirer to the hire and use of the identified facility for the purpose indicated on the date or dates and at the times referred to in this bookings application and are subject to the terms and conditions set out on [councils website](#) and this form.
2. All bookings are at the discretion of the Committee as delegated by Snowy Monaro Regional Council. Bookings including any cancellation fees are set by the Snowy Monaro Regional Council's adopted annual [fees and charges](#).

Organisation Details *(if applicable)*

Name/s

Phone

Email

Contact Details

Name

Mobile

Phone (BH)

Postal Address

Email

Booking Details

Regular users and organisation are to provide the Committee with a copy of their Public Liability Insurance Documentation.

Facility: Hall ☐

Tennis Courts ☐

Purpose of hire:

Anticipated attendance numbers:

Date/s Required: From:

To:

Times Required: From:

To:

Name

Signature:

Date:

Please submit this form to the Committee at Michelago.memorial.hall@gmail.com

Conditions

1. All registered clubs, incorporated organisations or commercial enterprises hiring Council facilities, must provide a copy of their Certificate of Insurance for Public Liability (Minimum \$20 million). Please upload your Certificate of Currency indicating a minimum of \$20M level of Public Liability Insurance Coverage. Public Liability Insurance must name Snowy Monaro Regional Council as an 'Interested Party' and state the purpose/activity for which you are booking the facility for which is valid for the duration of the booking including setup and pack-down times.
2. The facilities are to be opened and closed by a responsible person and keys returned immediately after the period of allocation. Keys are not to be copied and all keys or locks lost or damaged are to be paid for by the user.
3. The Applicant or Organisation will be the responsible party to inspect the facility/ ground, structures, for safety prior to the commencement use. Sporting bodies are responsible for making all pre-practice and pre-game inspections and decisions regarding the ground's fitness for use. A refundable key deposit is required as per fees and charges.
4. Any unsafe facilities/grounds/ structures should be reported to the Committee in writing as soon as possible. Facility use should not commence until any risks have been suitably managed.
5. Sportsgrounds/Showgrounds/ parks are not to be used if saturated, if it is considered that undue damage could be caused to the playing surface.
6. Council reserves the right to close the sportsground or facility in the event of bad weather, poor conditions, or where excessive damage is likely to be caused to playing areas. It is the responsibility of the user to ascertain from Council the extent of such prohibition.
7. No unauthorised vehicles are to be driven on the grounds of sports fields, showgrounds, parks or reserves.
8. The area and facilities are to be left clean and tidy. If included as part of the booking, crockery and/or kitchens to be cleaned, dried and packed away at the conclusion of the booking/each booking if reservations are repetitive. Tables and chairs to be packed away. BBQ's to be cleaned. Failure to do so will invoke a charge for cleaning. The User is to remove all excess rubbish. Where available, all large receptacles are to be wheeled and placed at designated collection point.
9. All damage to the sportsground/ facility/ structure caused by the user is the responsibility of the user and will be charged thereto. Any damage that occurs during a booking must be immediately reported to the Committee.
10. The Committee reserves the right to cancel any booking. If this action is taken, the Committee and Snowy Monaro Regional Council will not be liable for any loss or damage resulting from the cancellation.
11. Any sale or provision of alcohol at the venue is only permitted if all relevant approvals from Council, the NSW Office of Liquor Gaming and Racing and the NSW Police. The onus is on the User to ensure related legislated requirements are understood and met.
12. Smoking is not allowed inside or within 10 metres of any Council building or Sportsground.
13. Removal of waste from the location is to be conducted by event organisers/ applicant or organisation. Additional waste services can be applied for allowing a minimum of two (2) weeks' notice, using the online application form [Are you having an Event in the Snowing Monaro Region? | Snowy Monaro Regional Council](#) or by contacting Lorinda Coulton, Council's Resource and Waste section on 6455 1920.
14. If adequate waste management is not undertaken, Council will charge the event organisers for the disposal of rubbish.
15. Please see the Landfills and Transfer Stations pamphlet for available tips and opening times [Landfill Disposal Fees and Charges | Snowy Monaro Regional Council](#)
16. In accordance with Council's adopted Fees and Charges, a fee will be charged per set (a set being a waste bin plus a recycling bin) for any additional units required for your event. If using a private provider for the management of waste, a Section 68 Approval will need to be submitted.
14. Organisations will need to provide the Committee with a copy of their Public Liability Insurance Documentation **(\$20M)**.
15. The Committees decision is final regarding the allocation of facilities.