

MARGARET BALDWIN CENTRE BOOKING FORM

To check venue availability, please contact the Town of Mosman Park on 9383 6600 prior to completing this form.

Applicant Details		
Team name/organisation:		
Primary contact for booking:		
Postal address:		
Phone:	Mobile:	
Email address:		
Booking Details		
Booking date:		
Booking start time:	Booking finish time:	
Sport to be played:		
<i>If you have more than one booking date, please attach a list detailing each date, booking time and expected attendance.</i>		
Insurance		
Public Liability Insurance of at least \$10 million is a compulsory requirement for hiring Margaret Baldwin Centre.		
The Town is able to provide Casual Hirers Liability Insurance free of charge to any group that meets all three of the following criteria:		
<ol style="list-style-type: none"> 1. Your group is not a sporting body, a club, an association, a corporation or an incorporated body; and 2. Your group wants to hire the Margaret Baldwin Centre for non-commercial and non-profit making purposes; and 3. Your group hires the Margaret Baldwin Centre less frequently than once per calendar month or twelve times per calendar year 		
Organisations that do not meet all of the above criteria are required to provide their own liability insurance. A booking cannot be confirmed without proof of this insurance.		
Does your group qualify for and require Casual Hirers Liability Insurance from the Town? <div style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></div>		
If you ticked "No" above, please provide evidence of your organisation's current Liability Insurance coverage with this application.		
Fees		
Hourly Rate*	\$22 (inc GST)	\$
Key Bond	\$100 (GST exempt)	\$
Light Tokens – 1 hour per token*	\$6.60 (inc GST)	\$
Total		\$
*100% fee waiver applies to not-for-profit community groups based in Mosman Park.		

Declaration

1. All information provided is true and correct.
2. I have read, understood and agree to abide by the Town of Mosman Park's "Terms and Conditions of Use" for Margaret Baldwin Centre.
3. In signing this form, I indemnify the Town of Mosman Park against all claims resulting from any damage, theft, death or injury in connection with the application and use of Margaret Baldwin Centre, except to the extent that damage, death or injury are due to any negligent act or omission by the Town of Mosman Park.
4. I will ensure that any alterations or cancellations are received in writing no less than 14 days prior to the proposed booking.

Name: _____

Signature: _____ **Date:** _____

Terms and Conditions of Use

1. The Margaret Baldwin Centre is available for netball, basketball and tennis games, training sessions and other activities related to those sports. Other low impact sporting activities may be undertaken at the Centre only upon written approval from the Town of Mosman Park.
2. The hirer is not to engage in activities which may cause damage to the building, court surfaces or other infrastructure or equipment at the facility.
3. The hirer is responsible for leaving the facility in a clean and tidy condition and not store any equipment in the facility without prior written approval from the Town of Mosman Park.
4. Any cost incurred by the Town to clean or repair the venue as a result of the booking shall be recoverable from the hirer.
5. No alcohol is permitted to be consumed at the Margaret Baldwin Centre at any time.
6. No amplified music is permitted to be played at the Margaret Baldwin Centre without prior written approval from the Town of Mosman Park.
7. Keys are to be used solely for the purpose for which they are issued, namely to access the venue above as booked with the Town of Mosman Park. The hirer must take full and total responsibility for the keys issued to them and agree not to loan the keys to any other club, organisation or person, for any purpose.
8. The hirer is responsible for immediately notifying the Town of Mosman Park for any loss of keys, and agrees to pay market price for the replacement of any keys and/or barrels required.
9. The hirer must return the issued keys to the Town of Mosman Park on the first working day after the completion of the booking as per the date applied for above.
10. The hirer must take full responsibility to ensure that all Terms and Conditions of Use are followed from the onset of the booking to its completion.