



Broome Recreation
AND AQUATIC CENTRE

Date Received: _____ Entered by: _____



Venue Booking Request Form

ORGANISATION NAME:

Contact Person:

Contact Phone:

Postal Address:

Email Address:

FACILITY REQUIRED:

Multi Purpose Room

Indoor Stadium

Half

Full

Outdoor Netball/Basketball Courts

Number of courts required

(max 4)

Outdoor Tennis Courts

Number of courts required

(max 8)

Stadium Grassed Area - along side stadium - per hour

(P & G Emailed _____)

Squash Courts

Number of courts required

(max 2)

Swimming Pool

Number of Lanes Required

(max 6)

Pool Area - Lagoon/Grandstand/Inflatable etc

****Please list area(s) required**

BOOKING DETAILS:

1) One-off Booking

Day/Date

Time

OR

2) Regular/Seasonal Booking

Start Date

End Date

Times Required

Days Required

Dates NOT required (ie School Hols etc)

Activity

ADDITIONAL DETAILS

How many people will be attending?

Will you be charging a fee to attend? YES / NO

Will you be erecting any structures (ie shade/tent etc) YES / NO

Please specify

ADDITIONAL REQUIREMENTS

TV/DVD		Tables / Chairs	
Storage-Seasonal Users	Sml Lge	Urn/Cups etc	
Other-please specify below		BBQ	

Certificate of Currency Provided:
YES / NO

Please advise of any further requirements:

CONDITIONS OF USE

- 1 Bookings will only be accepted if submitted on a Venue Booking Request Form to the Bookings and Administration Officer at BRAC prior to the commencement of hire.
- 2 The Broome Recreation and Aquatic Centre (BRAC) Management will consider all requests based on information provided on the booking form.
- 3 All booking request forms should be submitted by the club Bookings Officer or club President. Bookings submitted by other members will not be accepted.
- 4 Users must provide a Certificate of Currency upon submission of the booking request. (Public Liability to the amount of no less than \$10,000,000) It is the responsibility of users to re-send any updates to these certificates.
- 5 BRAC will not assume responsibility for the provision of First Aid supplies. Users are encouraged to have trained First Aid personnel on site during their booking.
- 6 Equipment stored at BRAC throughout the season will incur a storage fee. (*See Fees and charges*)
- 7 BRAC reserves the right to cancel bookings and will provide a minimum of seven days notice prior to the event.
- 8 As BRAC is the Shire's Cyclone and Emergency Welfare Centre, the Shire of Broome reserves the right to cancel any bookings in emergency circumstances e.g - cyclones, earthquake etc
- 9 Management reserves the right to use the facility , should it be required for a special purpose or one-off event. A minimum of seven days notice will be provided to the hirer.
- 10 Any changes to or cancellations of bookings must be submitted in writing to the Bookings and Admin Officer prior to the commencement of that booking. Failure to do so will result in regular charges being applied.
- 11 All areas of hire shall be left in a neat and tidy manner after use. Failure to do so will incur cleaning fees (See Fees & Charges)
- 12 A bond is required for one-off special events. The bond is held in trust and will be refunded at the end of the event minus any cleaning or damage fees deducted if applicable. Please refer to the Fees and Charges on the Shire website for a schedule of charges.
- 13 No person shall in any way, damage or deface any area of BRAC. All expenses incurred in this instance shall be the responsibility of the hirer. Fees will apply.
- 14 The hirer shall assume responsibility of the venue and it's contents for the duration of the booking. Damage to, or theft of, equipment will be at the expense of the hirer.
- 15 The hirer is solely responsible for the conduct of all persons involved with the event for the duration of the booking. Children **MUST** be supervised at all times and should not wander outside of the areas of use.
- 16 Anyone found willfully causing damage to the venue or property, misusing facilities or venue and property may be charged to the full extent of the law.
- 17 Please report any damage to the venue at the beginning of the booking to ensure you/your organisation is not held responsible.
- 18 The hirer agrees to provide safe and appropriate levels of care when using the facility.
- 19 The hirer agrees to abide by any rules or laws applicable to sound or special licenses. Sale or preparation of food will require a permit obtainable from the Health Department at the Shire of Broome.
- 20 Alcohol is not permitted on BRAC grounds without appropriate licenses. A copy of hirers licence is to be provided to the Bookings and Administration Officer for events involving the sale or provision of alcohol.
- 21 Smoking is **NOT** permitted anywhere in the Centre with the exception of 20m from the front door or outside of the perimeter fencing.

DECLARATION

I/We hereby apply for the use of the Broome Recreation and Aquatic Centre facilities and services.

I/We will not hold BRAC , the Shire of Broome or it's employees, liable in any way for personal injury, damage to or loss of property.

I/We have read and understood the Conditions of Use and agree to uphold them for the duration of this agreement.

Name: _____

Signature: _____

Date: _____



BROOME RECREATION & AQUATIC CENTRE

PO Box 44, Broome WA 6725

Cable Beach Rd, East

PH: 9191 8720 FAX: 9193 6714

Email: bracbookings@broome.wa.gov.au



BRAC Fees and Charges 2016/2017			
Off-peak - before 6pm	Peak - After 6pm	Per Hour	Per Hour
Multi-Purpose Room		Off-Peak	Peak
Full Room - Not for profit / youth service providers / government		\$32.00	n/a
Full Room - Commercial / private user groups		\$47.00	n/a
Outdoor Courts - Netball/Basketball Per Court			
Casual		n/a	\$27.50
Clubs		\$12.50	\$14.50
Junior - Club		\$0.00	\$0.00
School		\$13.50	n/a
Pool			
Lane Hire		\$22.00	n/a
Pool Entry - Child		\$3.50	n/a
Pool Entry - School		\$3.00	n/a
Pool Entry - Adult		\$5.50	n/a
Pool Entry - Spectator/child		\$1.00	n/a
Pool Entry - Spectator/adult		\$2.00	n/a
Barracuda's Entry		\$0.00	n/a
Giant Marathon Inflatable		\$175.00	n/a
Additional Lifeguard		\$73.00	n/a
BBQ		\$25.00	n/a
Squash Courts			
Casual		\$17.00	\$22.00
Club Night		\$15.00	n/a
Junior Club Night		\$0.00	n/a
Squash Club Member - Casual		\$16.00	\$17.50
School		\$11.50	n/a
Stadium			
Courts			
Casual		\$35.00	n/a
Club		\$29.00	n/a
Junior - Club		\$0.00	n/a
School		\$18.00	n/a
Commercial - Casual		\$46.00	n/a
<i>**Club Equipment Storage (New Fee) - Small area</i>		\$150.00	n/a
<i>**Club Equipment Storage (New Fee) - Large area</i>		\$100.00	n/a
Non-Sporting Activities		Not For Profit	Commercial
Half stadium		\$70.00	\$85.00
Full Stadium		\$105.00	\$150.00
Outside Grassed Area (<i>one-off Fee for NP Organizations</i>)		\$110.00	\$110.00 p/h
Tennis Courts		Off-Peak	Peak
Casual		\$18.00	\$23.00
Tennis Club Member - Casual		\$14.50	\$18.30
Club Night/Day		\$15.00	n/a
Junior Club Night/Day		\$0.00	n/a
School		\$12.00	n/a
Additional Charges			
Cleaning - <i>extra charges for unscheduled cleaning (p/h)</i>		<i>As per contract cleaner costs</i>	
Duty Manager - <i>Outside of BRAC operating hours</i>		\$94.00	n/a