



# Tea Tree Gully Athletics Centre Inc.

A.B.N. 86 825 909 416  
PO Box 43 St Agnes SA 5097

[www.ttgathletics.com.au](http://www.ttgathletics.com.au)  
[clubroom@ttgathletics.com.au](mailto:clubroom@ttgathletics.com.au)

## Application for Hire of Clubrooms – Permanent/ Regular

**Applicant** (please provide name and mobile phone number of someone who will be on-site for the duration of the event)

Name

On behalf of  (organisation, business or group)

Address

Email  Mobile

### Facility

Main Hall                       Gym                       Equipment Shed

First Date of Hire                       Last Date of Hire

Days of Hire	Times of hire	Hours per session	Frequency of Hire	Exclusions
Monday			<input type="checkbox"/> Weekly	<input type="checkbox"/> School Holidays
Tuesday			<input type="checkbox"/> Fortnightly	<input type="checkbox"/> Public Holidays
Wednesday			<input type="checkbox"/> Monthly	<input type="checkbox"/> Other
Friday			<input type="checkbox"/> Other	
Saturday				
Sunday				

Comments

### Activity / Event

Approximately how many people will attend your activity / event?	<input type="text"/>
Is the activity a TTGAC club or athlete registered training session? (All participants must be members of the TTGAC)	Yes / No
Do you require the use of the Entertainment System?	Yes / No
Do you require the use of the kitchen oven or induction stove top?	Yes / No
Do you require vehicle access to the building to unload equipment?	Yes / No
Are chairs or tables required for your activity?	Yes / No
Does your group or activity involve contact with minors (if so please provide National Police Certificate)	Yes / No

I/We have read the conditions of hire document attached and understand and agree to abide by the hire conditions and charges.

Name:  Date:

Signed:

## Conditions of Hire

1. **SMOKING IS NOT PERMITTED ANYWHERE WITHIN THE BUILDING**
2. The clubroom is protected by monitored smoke detectors. Therefore smoke machines, candles or incense are not permitted anywhere in the clubroom. Any Metropolitan callout fee, incurred by the TTGAC, to attend a smoke detection alarm will be charged to the hirer or deducted from the bond.
3. A regular hire bond of \$50 will be charged. The security bond will be refunded at the conclusion of the hire period and the return of the keys.
4. Regular hirers are to renew their hire application on an annual basis (calendar year). Coaches and athletes who require use of the gym and/or hall are also required to complete the hire form and are required to renew it annually.
5. Access to the facilities will not be granted until the Tea Tree Gully Athletics Centre (TTGAC) Management Committee (CMC) has received the full hiring fees and bond. (Receipts will be issued). Regular hire invoices will be issued one month in advance (or alternative if agreed) coinciding with the start of the calendar month.
6. At the end of the hire period, the keys are to be returned to the clubroom manager within in one week. Failure to do so will result in the hire fee being charged on a weekly basis until the key is returned.
7. Public and property risk is the sole responsibility of the hirer (it is recommended that the hirer take out suitable insurance cover). The maximum number of persons permitted to attend events or activities in the main hall must not exceed 110. The maximum number of persons permitted to attend the gym area at any one time is 20.
8. The premises are to be left in a secure, clean and tidy condition to the satisfaction of the TTGAC CMC. No decorations are to be stuck to the ceiling. Sticky tape on the walls and furniture is to be removed. Failure to comply with this requirement will incur a cleaning fee.
9. No food or drinks are allowed in the gym other than water. All equipment in the gym is to be returned to their allocated storage location after use and the fire exits are to be kept clear of equipment.
10. All rubbish is to be removed from the premises by the hirer (it is not to be left in the hall or around the outside rubbish bins). Cans and bottles may be donated to the Tea Tree Gully Athletics Centre and left stacked in cartons in the kitchen.
11. No alcohol is to be sold or consumed on the premises without the prior written permission from the TTGAC CMC and evidence of the appropriate license. It is the hirer's responsibility to obtain the appropriate license.
12. No function or activity may continue after 11:30pm on Monday to Thursdays, Sundays and public holidays or after 12:30am on Fridays and Saturdays without prior written permission of the TTGAC CMC.
13. For preparation and setting up, the hirer may gain access to the premises by making arrangements with the hiring officer of the TTGAC CMC.
14. A reasonable time will be allowed for the clearing and cleaning of the hall after the function. However the function proper must cease at the agreed time.
15. Use of the facility outside of the agreed times for both function and permanent hires will incur a penalty fine.
16. In accordance with current noise level legislation, hirers shall restrict noise to acceptable levels to avoid complaints from local residents (to assist noise control, it is recommended that the glass doors be closed from 9pm). Any such complaints shall be taken as evidence of a breach of these conditions of hire. **NO LIVE BANDS WILL BE PERMITTED.**
17. All hiring fees will be returned in full if at least 24 hours' notice of cancellation is given. If less than 24 hours' notice is given, a \$20 inconvenience fee will be charged.
18. Access and egress for guests to/from the hall is to be via the double glass doors ONLY (passage and screen door and fire doors are to remain closed and locked during hire).
19. All damage and/or vandalism occurring during the hire must be reported to the TTGAC CMC ASAP.
20. The bond will be refunded in full if the conditions of hire are not breached. The TTGAC CMC will be the sole judge in deciding whether the bond (or part thereof) is to be refunded. Any costs incurred which exceed the amount of bond paid will be the responsibility of the hirer.
21. In the event of any dispute regarding these conditions the decision of the TTGAC CMC shall be final.
22. It is a council requirement that the services of a security company be employed to ensure the safety of the premises and the occupants during the period of a high risk hire (this is the sole responsibility of the hirer).