



# 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

**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

Facility name	<b>Tea Tree Gully Athletics Centre Clubrooms, Spring Crescent, Banksia Park</b> <i>(please contact TTG Council for hire of Bulkana Oval)</i>			
Name of activity/event				
Date of Hire		Time of Hire	From	am/pm
			To	am/pm

## Activity / Event

Approximately how many people will attend your activity / event?	
Will you be using your own equipment (E.g. Juke Box, Ipod, PA Equipment)?	Yes / No
<i>If Yes, please Specify (note, Smoke machines, candles and incense are not permitted)</i>	
Will you require vehicle access to the building to unload equipment?	Yes / No
Are chairs or tables required for your activity?	Yes / No

## School Hirers

Will you require a canteen service provided by TTGAC (subject to available volunteers)?	Yes / No
Will you require Officials provided by TTGAC (subject to availability)?	Yes / No

Additional hire items required (additional fees apply)

- Sun Shades (How Many? \_\_)   
 BBQ   
 Pie Warmer  
 PA & Amplifier System   
 Bain Marie  
 TV/Entertainment System   
 Timing Gates

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

Name:		Date:	
Signed:			

An invoice will be issued with payment options (cheque or EFT). Access to the facilities will not be granted until the bond and all hire fees has been paid in full. The security bond will be refunded after key return and successful inspection after your activity / event is held.

## Conditions of Hire

1. SMOKING IS NOT PERMITTED ANYWHERE WITHIN THE BUILDING
2. A bond (\$500 standard/ \$1000 high risk plus evidence of Liquor License if applicable) plus the full hiring fee must be paid at least two weeks before the date of the function. 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).
3. 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 functions must not exceed 110.
4. 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.
5. 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.
6. 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.
7. No function 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.
8. For preparation and setting up, the hirer may gain access to the premises by making arrangements with the hiring officer of the TTGAC CMC.
9. 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.
10. 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.**
11. 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.
12. 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).
13. All damage and/or vandalism occurring during the hire must be reported to the TTGAC CMC ASAP.
14. 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.
15. In the event of any dispute regarding these conditions the decision of the TTGAC CMC shall be final.
16. 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 hire (this is the sole responsibility of the hirer).