



Blacktown Leisure Centre Stanhope

Cnr Stanhope Parkway and Sentry Drive,
Stanhope Gardens NSW 2768

🌐 <http://www.blacktown.nsw.gov.au/blcs>

☎ 02 9421 2600



Facility Booking Form

Privacy Protection Note

Blacktown City Council values your privacy and will take great care with your personal details. Your details will not be sold or disclosed to third parties and are only accessible to authorised staff members. Your details will only be used for the intended purpose for which they were provided. To view the full Privacy Management Plan please access the website www.blacktown.nsw.gov.au or contact the Privacy Contact Officer at Blacktown City Council on 9839 6000.

Hirer Details

Organisation		ABN	
Contact person			
Address			
Suburb		Postcode	
Phone		Mobile	
Email address		Fax	

Booking details

Day commencing		Day concluding	
Date commencing		Date concluding	
Dates excluded (if necessary)			
Start time		Finish time	
Catering required	YES	NO	If yes please state requirements of page 2
Payment Details	<input type="checkbox"/> Pay on entry		<input type="checkbox"/> To be Invoiced

Type	Estimated number of participants
Recreational Swim (wave pool)	
Lane Hire – 25 metre pool	Number of lanes (cost applies)
Lane Hire – program pool	Number of lanes (cost applies)
Aerobics Studio	
Function Room	
Crèche	
Social lounge	
Alcove Room	

Type			Estimated number of participants
	Squash court		
	Stadium Court 1	Type of sport	
	Stadium Court 2	Type of sport	
	Stadium Court 3	Type of sport	
	Stadium Court 4	Type of sport	
	Tennis Board Room		
	Tennis Function Room		
	Tournament Office		
	Tennis Court	No. of Courts	
	Mezzanine		
	Suite 1		
	Suite 2		
	Suite 3		
Set up and equipment requirements			
Catering Requirements			

Terms and Conditions

- A confirmation will be sent outlining the booking details. Please note the booking is not confirmed until payment is received and confirmed.
- Once this booking is taken it will be reviewed on a term or six monthly basis.
- All hirers and group users MUST comply with centre rules, policies and guidelines for use.
- All hirers and group uses MUST comply with instructions and co-operate with facility staff requests (this is pivotal in any emergency situation).
- The hirer will be responsible and liable for any damage to the facility or equipment.
- Behaviour of group users deemed to be unsafe, abusive or offensive will result in the immediate removal of the person from the centre and may lead to suspension or cancellation of the booking.
- Group users may only utilise the facility and equipment which has been confirmed. Use of additional facilities including equipment and equipment storage requirements MUST be organised prior to the booking. Fees and charges will be applicable for additional facility including equipment and equipment storage requirements.
- Groups will be allowed access five minutes prior to booking time. Groups are to meet at reception.
- All users must attend front reception prior to entry. Please register your actual number of participants at reception on arrival at the centre for every visit.
- Any cancellation of bookings MUST be received at least seven days from the commencement of the booking or payment will stand for booked space. Notification of cancellation MUST be in writing to the Program and Events Team Leader.
- Blacktown Leisure Centre Stanhope reserves the right to review a booking date in the instance of a major event. The hirer will receive in writing any changes required to bookings a minimum of one month prior to an event booking.
- All invoiced bookings MUST be paid on a monthly basis in advance. Invoices will be issued based upon confirmed booking details. All payments must be received prior to accessing the facility. Any invoice discrepancies are to be documented in writing or via email to the Program and Events Team Leader within seven days of issue.
- Any changes or amendments to existing invoices will be made by issuing a credit note.
- Hirers MUST comply with booking payment conditions otherwise entry may be suspended or cancelled.
- For stadium sport bookings a copy of insurance details is required at time of submitting a Facility Booking Form.
- For event bookings a copy of the public liability certificate is required at time of submitting a Facility Booking Form.
- Any promotional material for bookings must be approved by the Program and Events Team Leader prior to printing.
- If children are participating in activities organised by the hirer, it is the hirer's responsibility to ensure all employees or volunteers involved in the program have completed a working with children check.

Declaration

I _____ certify that as the representative for the organisation all of the information on this form is correct to the best of my knowledge and I undertake to advise Blacktown Leisure Centre Stanhope if there are any future alterations to the information provided and will complete an amendment form for booking alterations.

Furthermore, I have understood and agree to comply with the Terms & Conditions above and any further conditions deemed by the Centre Management for Facility Hire at Blacktown Leisure Centre Stanhope.

Signature		Date	
-----------	--	------	--

Office Use Only

<input type="checkbox"/> Booking entered into Links	<input type="checkbox"/> Contacts list updated
<input type="checkbox"/> Confirmation sent	<input type="checkbox"/> Run sheet information passed on