

Application for Venue Hire of MTA Facilities

Application Date:	Casual Use / Seasonal Arrangement / Annual Hire (please circle)
Date(s) of Hire:	Start and Finish Times:
Not for Profit Group or Commercial Operator (please circle)	
Type of event/activity:	
Facilities Required: ClubHouse/Tennis Courts/FloodLights/Outdoor areas	
No. of Adults attending	No. of Children attending
Hirer (individual/group/club/business) :	
Nominated Representative:	
Postal Address:	
Contact:	
Home Ph:	Mobile:
Emergency/Second Contact Name and Mobile:	
Email:	
Driver's licence and expiry number :	
Public Liability Insurer:	Policy No:

Indemnity and Hold Harmless (Release)

Please acknowledge and accept by signing below that all Hirers of MTA facilities, whether on a seasonal or casual basis, expressly agree to indemnify and to keep indemnified and to also release and hold harmless Mansfield Tennis Association, its Officers, staff, servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the seasonal or casual hire of MTA facilities and/or in any other manner related to the terms and conditions of use and the granting of this Hire agreement.

Please acknowledge and accept by signing below that MTA requires the Hirer to obtain and provide evidence of a current public liability policy of insurance for a minimum amount of \$10 million per single event as well as provide evidence of all permits, licences and appropriate consents required prior to any Hire commencement and that all conditions outlined in the Mansfield Tennis Association Clubhouse and Court Hire Policy – Terms of Use will be strictly adhered to at all times.

I acknowledge, understand and accept by signing below that I/We agree to all terms of this application and agree to pay all Hire Fees and Bond as mutually agreed in writing and invoiced should approval for this Application be granted by the MTA.

Signed.....

.....
Print Full Name of Responsible Individual and Date

Privacy Statement: The personal information requested on this form is being collected by MTA for reference and identification purposes. To ensure confidentiality of information requested we will only use personal information provided by you for the purpose of providing a range of access to facilities and equipment. In accord with our Privacy Policy, we will not disclose your personal information without consent to a third party, institution or authority except where required by law or other regulation.

Mansfield Tennis Association Clubhouse and Court Hire Policy – Terms of Use

DUTY OF CARE

The Hirer is responsible, during the Hire Period, for the supervision and control of ALL persons who enter the venue. This responsibility extends to all persons including participants, spectators, invitees, guests, officials and a visitor associated with the hire, and includes all facilities such as courts, club rooms, toilets, storerooms, playgrounds and outdoor areas. No equipment belonging to the MTA is to be removed from the building without prior written authorisation of the MTA Venue Hire Co-Ordinator.

BUILDING ACCESS

The MTA Hire Co-Ordinator will arrange access for the Hirer to the Venue at a mutually agreed time, having received written confirmation of all necessary insurance policies, permits and the payment of any requested Hire Fee and Bond. Upon issue of keys the designated person must complete the KEY Sign Out form and agree to all terms and conditions. In the event an access key is lost, misplaced or stolen, the Hirer agrees to notify the MTS Hire Co-Ordinator immediately. The Hirer agrees to pay any costs or expenses incurred as a result of lost, stolen or misplaced keys. Building security and operational protocols including advising the Hirer of the location of light switches and heating/cooling controls will be reviewed as well as mutually agreeing on the condition of the Venue facilities, noting in writing any omission or damage. The MTA Hire Co-Ordinator will refer to the MTA Venue Hire Checklist at this time. Emergency contact information for the period of hire should also be confirmed.

Hirers are not entitled to arrive before, or leave later than, the times indicated on this agreement, nor to use the facility at any time that is not specified in this agreement or on any schedules attached hereto. The Hirer is responsible for ensuring all doors and windows are securely locked and lights turned off before leaving the premises. The Hirer agrees to incur all costs associated as a result of failing to complete the above.

APPROPRIATE FOOTWEAR

The Hirer is responsible, during the Hire period, to ensure that all participants under their supervision and on the tennis court area **WEAR APPROPRIATE, NON-MARKING FOOTWEAR.** **Appropriate** footwear includes tennis shoes, running/cross training shoes. Inappropriate footwear includes shoes or boots with heels or studs such as football boots. Access to the tennis courts in bare feet, thongs, or socks is not recommended and the MTA will accept no responsibility for injury caused by such action.

GLASSWARE, ALCOHOL & DRUGS

Glassware, glass bottles and aluminium cans are not to be taken at any time into the fenced tennis court area. The serving of alcohol at a function is the responsibility of the Hirer. MTA does not condone the serving of alcohol to minors and insists liquor laws are adhered to. A BYO licence must be obtained if alcohol is to be served.

Any group planning to sell alcohol must apply to the Victorian Commission for Gambling and Liquor Regulation on 1300 182 457.

No drugs or illegal substances are to be consumed or brought into the premises. Anyone found to be using or conducting illicit activities will be reported to the police.

SMOKING

The entire Mansfield Tennis Association facility, both indoor and outdoor is a **Non-Smoking** environment. This prohibition must be enforced by the Hirer at all times during the hire period for their participants and spectators.

KITCHEN & FOOD SAFETY

Domestic kitchen facility access is available in the MTA Clubrooms. The Hirer and any appointed Catering service provider must ensure compliance with all safe food handling regulations and acts. Any group planning to sell food to either their members or the general public must apply to the HBCC Environmental Health Services Unit for the appropriate permit(s).

CANCELLATIONS

In the event a group booking is to be cancelled prior notice of 48 hours must be received by the Hire Co-Ordinator.

DAMAGES

The Hirer must, on demand, pay any costs incurred by the MTA to repair or make good any damage to the Venue, including any loss of equipment arising out of or incidental to the Hire. All breakage and damage must be reported promptly to the MTA Secretary on 5775 2805 so that repairs and/or replacements can be organised.

OTHER

Children are welcome but must be fully supervised by an adult at all times whilst in the venue. This includes on the courts, in the carpark, playground, Club house and toilet complexes.

Groups wishing to gamble on the premises must apply to the Victorian Casino & Gaming Authority 9651 3333 for the appropriate permit.

Any hired equipment from a third party (i.e. tables, chairs, juke boxes, etc) are to be removed immediately after the hire has concluded. No equipment is to be left for collection the next day.

MTA VENUE HIRE CHECK LIST

Check List is to be completed *PRIOR to the venue hire, usually when the key is collected.* Boxes are to be ticked as each item is **DISCUSSED, EXPLAINED and AGREED TO by the hirer.**

- Hire Fee request of \$.....Received/Not Required
- Bond request of \$.....Received Not required
- Copies of Permits required received (List and acknowledge conditions)
- Public Liability Cover Certificate provided/demonstrated
- Necessity of adherence to booked times discussed
- Access arrangements/Key collection and 'Key Record' form completed
- Key collection/return process discussed
- Location of light switches advised
- Heating/Cooling appliances demonstrated
- Location of cleaning equipment advised
- Noise levels standards discussed
- Condition of premises assessed/Omissions and Damage noted herein:
- Kitchen Facility usage/requirements discussed
- Toilets (MTA cleaner required to clean after hire)
- Rubbish Removal and Recycling explained

Agreement Declaration and Acceptance by MTA

I/We have read, understood and accepted **all conditions** listed in this document for hire of the Mansfield Tennis Association Venue.

I confirm that I am authorised to sign this Venue Hire agreement as either the Applicant or Authorised Nominated Representative.

Name and Signature of Applicant /Representative Date

Name and signature of MTA Representative Date