

# 2025 - 2026 Application For Facility Hire



## Part 1: APPLICANT DETAILS

Please Complete

Organisation Name ( Club—if applicable)

Applicant Name

Postal Address

Contact Number

Email

ABN #: (if applicable)

## Part 2: PURPOSE OF HIRE

Please Complete

Purpose of Hire

## Part 3: AQUATIC/LANE HIRE REQUIREMENTS

INDOOR POOL	OUTDOOR POOL
TICK LANES/AREA REQUIRED	TICK LANES REQUIRED
(STADIUM SIDE) 1 2 3 4 5 6 (ROAD SIDE)	(STADIUM SIDE) 1 2 3 4 5 6 7 8 (ROAD SIDE)

LEISURE POOL OR ALL LANES

ALL LANES

**SWIMMING CARNIVALS** – Bronze Qualified & First Aid Qualified member of staff required. Refer to Terms & Conditions [Section 6](#) for further information. Copies of qualifications to be supplied prior to event.

## Part 4: STADIUM / COURT REQUIREMENTS

Please Tick		HALF COURT		FULL COURT			
		COURT 1		COURT 2		COURT 3	ALL COURTS
		VOLLEYBALL STANDS					
		NETBALL POSTS		BASKETBALL HOOPS		HEIGHT-HIGH	HEIGHT—LOW
	Other requirements please state:						

## Part 5: ROOMS FOR HIRE

Please Tick

GROUP FITNESS ROOM

MEETING ROOM

HEALTH SUITE

BOOKING REQUIRMENTS:

**Part 6: DATE(S) AND TIME (S) OF HIRE**

Please provide date and time of hire. Should there be inadequate room available for your booking requirements, please attach a separate schedule.			<b>DATE FROM</b>	<b>DATE TO</b>	<b>TIME FROM</b>	<b>TIME TO</b>
		<b>MONDAY</b>				
		<b>TUESDAY</b>				
		<b>WEDNESDAY</b>				
		<b>THURSDAY</b>				
		<b>FRIDAY</b>				
		<b>SATURDAY</b>				
		<b>SUNDAY</b>				

**EXCLUSION DATES:** (public holidays etc)**Part 7: LIQUOR LICENCE**

Please indicate intention to consume and or sell alcohol on council property.	Alcohol will be consumed on premises	YES		NO	
	Alcohol will be sold on premises	YES		NO	
	Applications submitted/copy attached?				

**Part 8: ADDITIONAL EQUIPMENT HIRE**

Please indicate additional equipment required for hire. ( No additional charges apply)		<b>TRESTLE TABLES</b>	<b># REQUIRED</b>	
		<b>TABLE CLOTHS</b>	<b># REQUIRED</b>	
		<b>CHAIRS</b>	<b># REQUIRED</b>	
		<b>BBQ</b>	<b># REQUIRED</b>	
		<b>OTHER</b>		

**Part 9: COMPETITION PACKAGE Stadium/Pool**

Please indicate	Will you be operating a sporting competition requiring timing?		
		YES	Please indicate requirements :
		NO	

**Part 10: DECLARATION**

Please Sign & Date	I have read and understood the conditions of hire and agree to abide by these regulations, relevant to the hire of this facility. Copies of insurances and coaching qualifications are attached (if applicable).	
	<b>Signature</b>	<b>Dated</b>

**Part 11: OFFICE USE ONLY**

LIABILITY/INDEMNITY INSURANCE ATTACHED		BOOKING CONFIRMATION SENT		INV #	
QUALIFICATIONS SUPPLIED (if applicable)		BOND (if applicable)		<b>AMOUNT DUE</b>	

# FACILITIES FEES & CHARGES

FACILITY	COMMUNITY RATE		COMMERCIAL RATE	
AQUATICS    OUTDOOR				
Outdoor Pool <i>Exclusive use</i>	\$136.50 per hour (8 lanes - min 3 hours)			
Outdoor Pool Lane Hire	\$13.20 per hour		\$29.00 per hour	
AQUATICS    INDOOR				
Indoor Pool Lane Hire	\$13.20 per hour			
STADIUM				
Court- Peak <i>per hour</i>	Full Court	\$60.00	Full Court	\$84.00
Court - Off Peak <i>per hour</i>	Full Court	\$46.00	Full Court	
Court - Half <i>per hour</i>	Half Court	\$30.00		
Volleyball (5 & 6 courts) <i>smaller courts</i>	\$33.00			
Badminton Court – per hour <i>each court setup</i>	\$21.00			
Casual shots (basketball/netball) (Individual fee*) <i>conditions apply</i>	\$7.00 EA ADULT 18+	\$3.00 EA CONESSION		
Stadium Day Hire—all courts 8-5pm	\$710 per day—(\$535 hire bond also applicable)			
ROOM HIRE				
Group Fitness Room	\$45.50 per hour		\$86.00 per hour	
Meeting Room	\$13.00 per hour \$64.00 per day		\$15.00 per hour \$85.00 per day	
Health Suites Storage	\$70.00 per day \$100.00 per month			
<b>PAYMENT TERMS</b> —Casual hire, payment required prior to booking date. Regular and seasonal bookings, payment may be made in instalments as outlined on invoice.				

# BOOKING PROCEDURE

1. To apply for a booking, the Facility Hire Application (FHA) form must be completed, signed and returned to the Geographe Leisure Centre, by email [glc@busselton.wa.gov.au](mailto:glc@busselton.wa.gov.au) or in person to the centre.
2. Commercial hire fees will apply to: all government departments, businesses and individuals that expect to return a profit from their endeavours; all hirers that do not meet the community hirer guidelines.
3. Community hire fees will apply only to: not for profit incorporated bodies, charitable organisations, individuals or events where there is no expectation for profit. Further information may be required from the hirer in order to determine their rate of hire.
4. A booking is not confirmed unless confirmation has been received from the Geographe Leisure Centre in writing.
5. Hire times must include adequate time for setup, pack-down and cleaning and groups must vacate the area by the time nominated on their FHA. Additional time will be charged for at the appropriate rate and may not be available if another group has hired the facility.
6. Where a community group and a commercial group request the same facility at the same time, in the first instance the GLC Bookings Officer will liaise with groups to work out the best possible solution. If no amicable solution can be negotiated, priority will be given to the community group. Where two or more community groups request the same facility at the same time, allocation will be based on ensuring that a diverse range of programs are available to the community, historical booking patterns and demonstrated longevity of each group. Where two or more commercial groups request the same facility at the same time, allocation will be based on ensuring that a diverse range of programs are available to the community, consideration of the financial benefits of each to the running of the centre, historical booking patterns and demonstrated longevity of each group.
7. The City reserves the right, giving due notice, to override a booking for a special event.

## DEFINITIONS

1. **Casual Hire** – Casual Hire is defined as a booking that occurs less than 12 (twelve) times in any 12 month period. Applications must be made using the Facility Hire Form (as attached below).
2. **Regular Hire** – Regular Hire is defined as any booking that occurs 12 (twelve) or more times in any 12 month period. Applications must be made using the Facility Hire Form (as attached below). Regular hire bookings will be taken twice bi-annually, this is to correspond with school terms 2/3 (Winter) and 4/1 (Summer) respectively.
3. **Please Note:** Where possible historical bookings will be honoured, unless there are circumstances whereby the booking significantly impacts on the operational requirements of the centre.
4. **Community Hire Rate** – To be eligible for a community hire rate an organisation or individual is required to be a voluntary association (with an incorporation certificate) or a charitable organisation. Additionally a community rate can also apply in special circumstances whereby individuals or organisations can provide significant evidence of where there is no expectation for profit. This determination is at the discretion of the GLC Recreational Facilities Coordinator and application must be made in writing.
5. **Commercial Hire Rate** - Commercial hire fees will apply to all businesses, organisations and individuals that expect to return a profit from their endeavours, and all hirers that do not meet the community hirer.

# TERMS & CONDITIONS

Your booking is made subject to the following terms and conditions when applicable:

1. Bookings must run strictly to time to avoid impact to other users, your cooperation is appreciated.
2. User groups are not permitted to enter other pool lanes or court space allocated to the public, programs or user groups.
3. If using starting blocks, please have your coach remove them at the end of your session.
4. All equipment and rubbish is to be removed from the facility immediately after the event by your representatives. Failure to comply will result in the appropriate cleaning fee being charged.
5. The standard charges apply for pool entry in addition to lane hire fees. Discount tickets and memberships are available to reduce costs for your members and can be purchased through the centre's reception counter.
6. We are a Watch Around Water endorsed centre and parents are responsible for the supervision of their children at ALL times. **You will be required to have enough adults at the party actively supervising children in accordance with the following policy:**



- a) Children under 5 years old must be accompanied into the centre by a responsible person over the age of 16 and supervised within arms' reach, at all times. **The responsible person must be in the water within arm's reach of the child.**
- b) Children under 5 years old will be requested to wear a wrist-band by Geographe Leisure Centre staff to help identify their age while swimming.
- c) Children under 12 years old must be accompanied into the centre by a responsible person over the age of 16 and **constantly supervised within line of sight at all times while in the centre.**

**Under 5yrs always keep them within arms reach—Under 12yrs always keep them in sight**

7. **Aquatic & Stadium Carnivals:**

**Aquatic Carnivals require a dedicated member of staff to be Bronze qualified and First Aid qualified and On Duty at all times during the event. Proof of qualifications are required upon booking.** If you are unable to meet this requirement, we will supply a Lifeguard and charge you accordingly.

- a) Electrical equipment to be tagged as compliant and secured to ensure equipment can not enter the pool accidentally.
  - b) Vehicles must not remain parked in driveway access at rear entrance of pool/stadium, this is a drop off zone only and must remain clear for emergency vehicle access.
8. The hirer will pay the City of Busselton the fees and charges incurred. All bonds shall be retained by the City and returnable only if the booked facility is left clean and tidy to the satisfaction of the City, or its nominee. Default in any respect will mean forfeiture of all or part of the bond, with the amount of any forfeiture to be at the discretion of the City.
  9. If the Applicant is not an incorporated body, the Authorised Signatory will be solely responsible for paying the fees and charges and will be bound by these terms and conditions.
  10. The hirer is responsible for ensuring that the hired area(s) of the facility are left in the same state of cleanliness as upon arrival. Cleaning shall include not only hired area(s) but all associated amenities, including the immediate surroundings, together with the removal from the premises of all surface refuse which is to be placed in the bins provided.
  11. The hirer agrees to abide by the following conditions and pay all expenses caused by any default hereunder:
    - a. Not to alter any fixtures or design of the premises being hired, including its immediate surroundings, without first obtaining the written consent of the City.
    - b. At the expiration of the hiring to take all things which may have been brought into the hired premises and to replace all previously placed equipment in its correct position.
  12. The hirer agrees to comply with any lawful directions which may be given by the City and that the City reserves the right to grant or refuse hire applications, or cancel a booking and return the deposit as it thinks fit and shall be the final authority in this respect.
  13. The hirer agrees to indemnify the City of Busselton against any claim, loss or expense which may be made or arise as a result of the use of the hired premises.

**SIGNATURE REQUIRED:** I have read and understood the **Terms and Conditions** for hire provided to me and agree to abide by these terms and conditions, relevant to the hire of the facility.

Name

Signature

Date

# TERMS & CONDITIONS

14. **Breath hold training or use of single fins** (mermaid tails) are not permitted in the aquatics area, unless an advance booking with required risk assessments and qualifications have been provided and approved by GLC Management.
15. **Working with Children Check (WWCC)** it is a requirement any person engaged in paid or unpaid work with children, obtains a WWCC. Work is child-related work if the usual duties of work involve or are likely to involve, contact with a child in connection to coaching or private tuition service of any kind and or a club/association/movement with a significant membership/involvement of children, but not including an informal arrangement entered into for private/domestic purposes. It is your responsibility to comply with this requirement and ensure all relevant coaching staff hold a current and valid WWCC.
16. **Community hire groups/clubs are required to provide the following current and valid certificates and qualifications at the time of booking:**
  - \* **Club Liability Insurance:** \$5 Million Professional Indemnity
    - \$10 Million Public Liability
    - \$10 Million Product Liability
  - \* **Certificate of incorporation/ABN** (whichever is relevant)

**Note:** It is your responsibility to **ensure all coaching staff/officials hold relevant qualifications applicable**. We reserve the right to request copies of these qualifications if required.

We also request coaching staff/officials wear clothing/uniform which easily identifies them.

17. That it is an express condition of this Contract of Hire that the City shall not accept liability for any damage, illness or injury caused or found to be caused to any person or property as a result of our acts or omissions, or our guests or invitees or persons under our control.
18. The Geographe Leisure Centre is an **"Alcohol Free"** venue unless special permission is granted by Council. Separate written application including a copy of liquor application/s must be provided. (Please note that it is deemed to be the sale of liquor when liquor is given away and the person has paid for admission to the premises or for seating in the premises or has been asked to make a donation of money by collection or otherwise.) No glass is permitted.
19. The Geographe Leisure Centre is a completely **"Non Smoking"** venue and this must be strictly adhered to by all hirers.
20. If required by the City, to take out Public Liability Insurance in a form and to an amount specified by the City.
21. That the Hirer, their guests or invitees, or persons under their control, are aware of, or will acquaint themselves immediately upon arrival, with the **location and content of the emergency procedures notices erected within the premises**.
22. **Cancellations —any changes to a confirmed casual booking by either party will require 48hrs notice in writing**. If less than 48 hrs notice is provided, a full refund may not be granted. Casual bookings giving more than 48hrs notice, a full refund will be given minus \$29 administration fee. Changes to confirmed regular/seasonal contracts will require 7 days' notice in writing. If less than 7 days' notice is provided, full hire fees will be charged.

**SIGNATURE REQUIRED:** I have read and understood the **Terms and Conditions** for hire provided to me and agree to abide by these terms and conditions, relevant to the hire of the facility.

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Name

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Signature

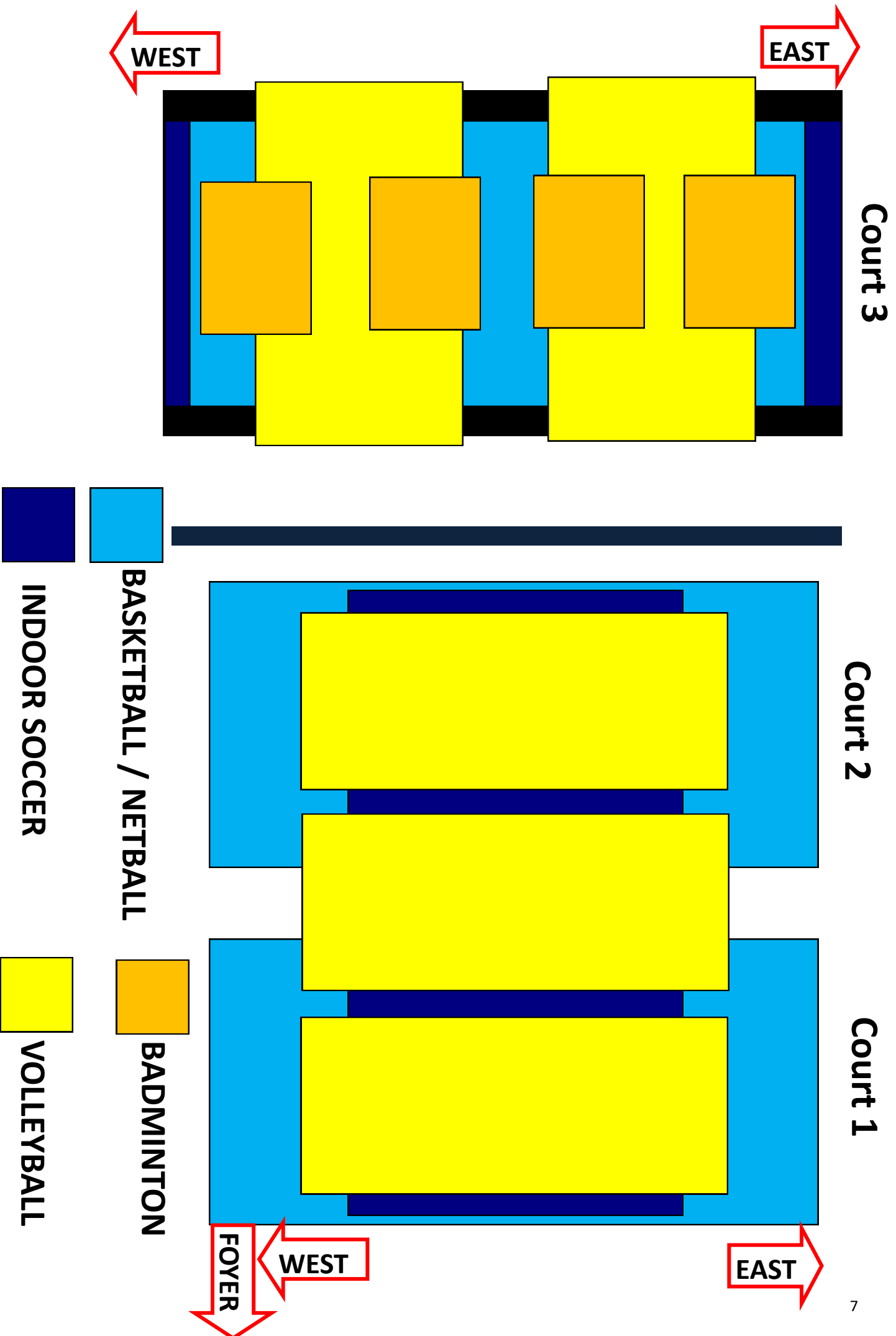
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Date

## DISPUTE RESOLUTION

In the instance that a regular, casual or potential hirer of the facility is not in agreement with the booking determination made by the relevant City Officers. The following process must be followed:

1. A formal letter is sent to the GLC Recreational Facilities Coordinator explaining the rationale of why they do not agree with the Officer determination, explaining their preferred position. If there is no agreement at this level then the issue is then passed onto the Recreation Facilities Coordinator who will review and make their determination. If a resolution cannot be agreed at this point, the matter will be dealt with by the Manager Community Services and finally the Director, Community and Commercial Services will make their determination if the dispute is not able to be resolved at any of the former stages.
2. If the matter is still not resolved then a Memorandum is sent to the CEO of the City of Busselton requesting a final determination on the matter.



# GLC BUILDING & EVACUATION DIAGRAM

