HALE HOCKEY CLUB
TERMS OF USE: CLUBROOM BOOKINGS & HIRE

Name:	**Terms & Conditions: Clubroom Use, Bookings & Hire**		
Document No:	**TCH-002**	Version:	**2020/2.1**
Approved By:	**Board of Management – Old Haleians Hockey Club**		
Issue Date:	**2 January 2020**	Review Date:	**1 December 2020**

Introduction

The Hale Hockey Club Turf Facility shall be primarily utilised as a venue for the support of hockey activities. The Club Rooms may be utilised for other activities or purposes subject to the approval by the Facilities Manager (FM) in consultation with the Hale Hockey Club Board of Management (The Board).

Any of the conditions contained herein may be amended or altered at the discretion of the FM in consultation with the Board of Hale Hockey Club.

Interpretation

Premises means: Any facilities or infrastructure owned by, or for the time being under the control or management of Hale Hockey Club, and all buildings, fences, gardens, car parks, structures, access ways, fixtures, fittings, machinery, chattels or equipment forming part of such facility or used in connection therewith.
Facility Manager means: The person appointed by The Board to direct, manage, and control the facility. In the absence of the FM, the Assistant Facilities Manager, or other person appointed as such who shall be empowered in the same.
Bar Staff means: The staff person appointed by Hale Hockey Club to manage the set up and use of the club rooms when the FM is not present.

Booking Conditions

1. Bookings will only be accepted by the completion of the appropriate Event Bookings Form to the Facilities Manager and user contact details if not previously supplied (billing address, email and phone).
    - All bookings **MUST** be made with no less than 28 days before the preferred date of the event.
2. Any subsequent booking amendments are to be in writing to the FM.
3. No booking is considered valid until written notification is supplied to the Hiring Party from the FM.
4. The FM may impose conditions on any bookings at the time of booking confirmation, or with no less than seven (7) days notice in writing.
5. The FM may require a deposit be paid towards the hire of clubrooms for the event
    - The deposit will not exceed 25% of the expected final cost for the event
    - Unanticipated costs associated with damage, additional staff, etc. will be added to the final invoice for the hire.
6. All booking requests should state the intended start time of the event, specific requirements of the events (e.g. kitchen use, caterers, alcohol purchase methods, bar tabs, etc.)
    - Specific requests to be stocked behind the bar can be made, and every effort will be made to accommodate these requests, subject to Liquor Licensing Conditions of the premises.
    - All specific requests must be made in writing no less that seven (7) days in advance of the event.
7. Bookings will not be taken on nights where Hale Hockey or HockeyWA Competitions are already scheduled to take place.

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Event Function Conditions

All liquor sold at the Club shall be done so under the guidance of the ***[POL-C004] Alcohol Management Policy*** adopted by the Club;

1. Bookings for events deemed to be 'High Risk' will not be taken;
2. High Risk events, shall include, but not be limited to;
    - 16th/18th Birthday Parties;
    - Events where deliberate intoxication and other unsuitable behaviours are encouraged.;
    - Any event in which underage drinking is a definitive possibility;
3. If person(s) under the age of 18 will be in attendance at any booking, those person(s) are to be identified clearly to all staff;
4. It is illegal for individual(s) to supply or purchase alcohol for anyone not of legal drinking age. Anyone found to have contravened this will be asked to leave the facility immediately.

Venue Conditions

1. The hirer shall be responsible for the conduct, safety of the participants and attendees during the conduct of any function and shall prevent overcrowding and ensure that any person or persons do no damage to fencing, buildings or any other part of the facility.
2. Permission to conduct any function, event or carnival deemed by the FM to be a 'special event' shall be subject shall be subject to the completion of a Risk Management Plan.
3. The clubrooms and associated facilities are to be left free of litter and in a tidy condition after use.
4. A staffing component to cover the costs of minimum staffing requirements is included in the hire charge.
5. A cleaning component to cover the costs of having the facility professionally cleaned following the event is included in the hire charge.
6. All accidents/incidents shall be recorded in the Facilities Incident Register as soon as practicable
7. No person shall for reward or profit, teach, coach or train any person on the turf without the prior consent of the FM.
8. All Bar Staff are empowered under the Liquor Control Act (1988), subject to their successful application and completion of a Responsible Service of Alcohol Certificate or Approved Manager's Certificate.
9. Hale Hockey from time to time shall and for periods it deems necessary shall close the facility.
    - Hale Hockey Club shall close for Public Holidays at the discretion of the Board and FM.
10. Any person asked to leave the facility by the FM, or an agent of the FM, shall withdraw from the premises in a timely and peaceful manner.
11. Any person asked to leave the facility by the FM, or an agent of the FM, shall withdraw from the premises in a timely and peaceful manner in accordance with [***POL-C002] Codes of Behaviour Policy***, ***[POL-C004] Alcohol Management Policy***, ***[POL-C005] Smoke Free Policy*** and/or the ***Liquor Control Act (1988)***.

Liquor at the Venue

1. The sale of liquor shall only occur in those areas identified by the authority granted within the Old Haleian's Hockey Club's Club Restricted License ('the License');
2. The consumption of liquor must be confined to those areas as identified in the License;
3. All liquor sold at the Club shall be done so under ***[POL-C004] Alcohol Management Policy*** adopted by the Club;

4. The Approved Manager and staff has the right to refuse to serve alcohol to any individual. The Approved Manager and/or FM may request that person leave the facility;
5. If liquor is to be sold or consumed outside of the normal conditions of the liquor license, with the prior approval of the licensee and the Director of Liquor Licensing, the hirer is responsible for any and all costs related to the approval of changes, extensions or exemptions to the license including any additional requirement, e.g. providing security.

Conditions Pertaining to Persons within the Venue

No person, or persons shall;

- Take into the premises any glass containers, or any intoxicating liquor unless authorised by the FM;
- Enter or be in the premises whilst under the influences of liquor or drugs;
- Act or appear in an indecent manner or commit any acts of public indecency or misconduct;
- Deliberately through misuse or interference cause damage to any of the fittings, structures in a manner other than intended;
- Enter or Depart from any part of the premises except by means of the respective entrances or exits set aside for that purpose;
- Under **NO** circumstances is anyone to enter the Playing Surface;
- Any person(s) entering the Playing Surface during an event where only the Clubrooms are being utilised will be asked to leave immediately.

Carpark Usage

All vehicles utilising the car park facilities of Hale Hockey Club do so at the risk and expense of the vehicles owner. Hale Hockey accepts no liability for any damage caused by other vehicles or hockey balls that pass over the perimeter fencing into the car park.

Reserved & Disabled Parking Areas

Any unauthorised vehicle(s) that is parked in a Reserved or Disabled Parking Bay shall be removed at the expense of the owner.

Emergency Access Gates

Any vehicle(s) parked in or obstructing Emergency Access Gates will be asked to move immediately over the Public-Address System. In the event of an Emergency, these vehicles may be removed without the consent of the owner(s) and at the expense of said owner(s).

Breaches of the Terms of Use

Any breaches of the Terms and Conditions contained herein will result in the hirer being charged the full cost of any financial consequences to Hale Hockey Club and possibly refused access to the facility in the future.

Braches of the Terms and Conditions contained herein may also result in the immediate cancellation of any bookings by the FM or agents thereof. In the event of such breaches, the hirer may still be charged the full amount for all bookings in place for the next seven (7) days.

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Review of Terms

The Club will review these annually or as often as it determines necessary and will make changes it determines necessary or desirable.

Access to Terms

This policy will be available for viewing by any member of the club via its website (www.halehockey.com.au) or a copy will be provided upon request.

All hirers will also be forwarded a copy of these terms via email upon confirmations of the booking.

Related Policies & Terms

- POL-C002: Codes of Behaviour Policy
- POL-C004: Alcohol Management Policy
- POL-C005: Smoke Free Policy
- POL-J002: Junior Sport Codes of Behaviour Policy

Revision History

Version	Dated	Distribution	
2020/2.1	2 January 2020		
• Minor Grammar changes		Club Governance	
		Website	
		Membership	
		Umpires	

2018/2.0	31 January 2018

2016/1.0	27 January 2015 – New Document