

This Venue Booking Form and General Conditions of Use will form part of the overall agreement between the User Group/Individual and Roxby Link.
Please email your booking request or enquiries to bookings@roxbylink.com.au

CONTACT INFORMATION

Name of Individual/ Business/ Community Group _____

Contact Person _____

Phone _____

Email _____

Address _____

VENUE USE DETAILS

Purpose of Booking _____

Please indicate exact date and times of proposed booking *including time required for set-up & pack-up*
(if more than three dates are required, please attach a document clearly listing all facilities, dates and time)

DAY	DATE	START TIME	FINISH TIME	TOTAL NUMBER OF PARTICIPANTS EXPECTED

VENUE REQUIREMENTS - Please tick all areas required

LIFESTYLE FACILITIES

- ☐ AUDITORIUM ☐ GREEN ROOM ☐ CINEMA ☐ DUNES CAFE
☐ COMMUNITY YOUTH CENTRE ☐ *Multipurpose Space Only* ☐ *Kitchen Only* ☐ LIBRARY MEETING ROOM

SPORTING FACILITIES

- ☐ STADIUM 1 ☐ STADIUM 2 ☐ SQUASH COURT 1 ☐ SQUASH COURT 2 ☐ SQUASH COURT 3
☐ SMALL OVAL ☐ *Changerooms* ☐ TOWN OVAL ☐ *Changerooms*
☐ OUTDOOR POOL COMPLEX ☐ *Outdoor Pool Only* ☐ *Splashpad Only* ☐ INDOOR POOL
☐ OUTDOOR COURTS ☐ *Court 1* ☐ *Court 2* ☐ *Court 3* ☐ *Court 4* ☐ *Changerooms*
SETUP FOR ☐ *Netball* ☐ *Tennis*

ADDITIONAL REQUIREMENTS - Please tick all areas required and advise any specific requirements

- ☐ Setup Required _____
☐ Equipment Hire _____
☐ Other _____
☐ External businesses Approval must be sought from Roxby Link if you are wishing to engage an external business to provide services during your booking. Please provide business name and a copy of their insurance information prior to the event.

AGREEMENT

I have read and understand the general conditions of entry and use for the venue required by Roxby Link, Roxby Council and their representatives. I agree to ensure that all individuals, members and groups using the venue on approval of this booking request will comply with all conditions of entry and use as outlined in these documents. Conditions of entry can be accessed on our website www.roxbydowns.sa.gov.au or by request at Roxby Link.

Signed _____

Date _____

Printed Name _____

Scan the QR code to view our
fees and charges and further
venue information.



Office Use Only

Booking Officer _____

Event Number _____

Date Received _____

Event Calendar

☐

Yes

☐

No

1-15 Richardson Place, (PO BOX 300) Roxby Downs SA 5725

(08) 8671 0500 | info@roxbylink.com.au | www.roxbydowns.sa.gov.au

1. **EVENT BOOKINGS** - Booking requests must be in writing or online using a "VENUE BOOKING FORM". No verbal or telephone requests will be considered.
2. **EQUIPMENT SETUP** - Equipment set up will be considered by the appropriate area manager or team leader and is subject to staff availability to assist the group organiser.
3. **PAYMENT TERMS**
 - a) Where a booking is to be invoiced, an invoice will be issued within 1 week of the event occurring. Payment terms are 7 days from the date of invoicing.
 - b) Bookings are payable as per Roxby Link current price schedule.
 - c) The hirer may be charged additional fees if the use exceeds the booked time or if the facility requires additional cleaning, ground restoration or repairs due to damage deemed by Roxby Link to be unreasonable wear and tear.
4. **CANCELLATIONS IN ADVANCE**
 - a) Roxby Link reserves the right to cancel, transfer or alter any booking, if:
 - i. In the opinion of Roxby Link, the facility or playing surface is in a hazardous condition, being repaired or not fit for play due to wet weather. In these cases, as much notice will be provided as feasible but due to circumstances could occur on the same day as a booking.
 - ii. Payment for a booking is outstanding, or
 - iii. Roxby Link determines that the facility is required for another purpose. In this case, Roxby Link will provide as much notice as possible.
 - b) Proposed cancellations by the hirer should be submitted to the Roxby Link booking Coordinator in writing or email no less than 5 days prior to the event date; otherwise, the full fee may be charged and Roxby Link may determine the refund payable if any.
 - c) If the hirer deems the facility unsafe for use, the hirer should immediately advise the Roxby Link Operations Manager.
 - d) Credit will be given if wet weather or hot weather policy prevents play, the playing surface is unsafe or being repaired. Games may be rescheduled to another available date or credit accumulated and refund given at the end of the season at the discretion of Roxby Link.
5. **DAMAGE** - If in the opinion of Roxby Link, any damage caused to Council buildings, fixtures, equipment or surfaces, landscaping, trees, lawns and improvements, other than through fair wear and tear, Roxby Link will repair the damage, and the repair cost incurred will be met by the hirer as an additional user fee.
6. **CLEANING**
 - a) Cost of general cleaning is included in the hire fee. Additional cleaning if required as determined by Roxby Link, the cost (Cleaning costs + 30% as per the current fee schedule) will be paid by the hirer.
 - b) If a facility or ground is found to be in disorder at the commencement of event, it should be reported immediately to the Roxby Link Operations Manager.
7. **INSURANCE** - At the discretion of Roxby Link before a booking is confirmed, hirers may be required to provide evidence of current Public Liability insurance with a limit of liability of no less than \$10,000,000 for the period of use. This policy must note Roxby Downs Council as an interested party the facility owner.
8. **ACCIDENT INDEMNITY** - The hirer shall be responsible for any accidents, loss, damage or injury sustained by any person using the facilities during the time that the facility is hired to the user, notwithstanding that such injury arose from or by reason of any defect with the facilities and the hirer agrees to indemnify Roxby Council against all claims and demands made or costs incurred in connection with such actions.
9. **SUBLETTING** - No facility use may be sublet or reassigned to any other organisation or individual, without prior written permission from Roxby Link. Applications for such sub-letting or reassignment must be in writing.
10. **GENERAL RULES**
 - a) Parking or driving vehicles on sports fields, footpaths or any areas designated "NO PARKING" is strictly prohibited. Roxby Link provides no guarantee that parking will be available, and hirers must comply with designated parking rules.
 - b) The display of advertising material, such as signs or banners is prohibited without prior written permission from Roxby Link. Roxby Link reserves the right to remove non-compliant signage.
 - c) Erection of structures such as tents, screens, scaffolding or awnings is prohibited without a prior written Roxby Link permit.
 - d) The hirer must use the facility and its associated equipment in a safe and proper manner, must not cause damage to buildings, structures or equipment, and at all times, the hirer must comply with signs or directions given by Roxby Link staff, Security, Police or any other persons authorised by Roxby Link.
 - e) Food and drink (other than water and sports drinks) must not be consumed in indoor sports venues, other than in rooms designated for social purposes. Hirers must not use glass receptacles in any of Roxby Links facilities.
 - f) The hirer must not cause damage to landscaping, trees, lawns, and any improvements.
 - g) No pets are allowed within Roxby Link buildings except guide dogs accompanying a person with a disability.
 - h) All rubbish and litter must be deposited in the bins provided, and facilities left in a tidy condition.
 - i) Smoking is prohibited in any Roxby Link building.
 - j) Offensive or indecent behaviour is prohibited.
 - k) The use of public address systems and amplified music is prohibited without a Roxby Link permit.
 - l) The hirer is responsible for the supervision, control and behavior of their group during the period of hire. The hirer will comply with Roxby Link discrimination and anti-vilification policies.
 - m) The sale or consumption of alcohol at any Roxby Link facility during an event is strictly prohibited, unless the hirer has a current Liquor License, which must be submitted by the hirer at the time of booking, and the additional approval for such activity is obtained from Roxby Link. Applications to sell or consume alcohol must be in writing to Roxby Link, and at the time of application hirers must nominate persons who have completed the Responsible Serving of Alcohol training and provide proof of their qualifications, and such persons must attend all booked events.
 - n) The facility must only be used for its agreed purpose.
11. **ACCESS**
 - a) Facilities will be opened before and locked after the booking by Roxby Link staff. No security keys will be issued to hirers to gain access to facilities.
 - b) Security and Roxby Link staff are entitled to immediate access to any part of all facilities at all times, without any impediment.
12. **EMERGENCY CONTACTS**
 - a) In the case of any emergency, ring 000.
 - b) Council afterhours number (08) 8671 0010.
13. **FAILURE TO COMPLY** - Failure to comply with any 'Conditions of Use' will entitle Roxby Link to cancel the booked event.