



# Helensburgh Thistle Soccer Club Facilities

## HIRE AGREEMENT

### TERMS AND CONDITIONS OF HIRE

**The following terms and conditions apply to the hire of the Helensburgh Thistle Soccer Club Building Facilities at Rex Jackson Oval, Helensburgh and must be agreed to in writing by the hirer as part of the Hire Agreement.**

#### Request to Hire

1. Requests for the hire of HTSC facilities must be made in writing using the Facility Hire Booking Form and be signed by the person responsible for payment of fees arising from the use. The hirer must be over 21 years of age and they (or a nominated committee or staff member) must be in attendance at all times during the time of hire. Completion of the Facility Hire Booking Enquiry Form does not confirm booking, bookings are confirmed upon fee payment and agreement with the Club.

#### Hire Period

2. Your booking start and end times / dates will be set out in the approved hire details and agreement. Access to the venue before or after your approved time is not permitted unless prior arrangements have been made with HTSC. Setting up and cleaning of venue must be completed during the agreed period.

#### Booking process

3. Recurrent Hire requests for bookings are taken on an annual basis. For Helensburgh Sports Clubs, a booking request can be provided as fixtures information in the Facility Hire Booking Enquiry Form. Any Recurrent Hire shall comply with the public liability insurance requirements as noted on the hire agreement form.
4. Single Hire requests for Local Schools can be made on an as-required basis.

#### Payment of hire fee (Single Hire)

5. To confirm Single Hire, the hire fee must be paid in full as specified in the Hire Agreement. The hire fee will be charged in accordance with HTSC Hire Fee Schedule. HTSC may set out special conditions and hire fees for any activities not covered in the current Fees and

Charges. Payments must be made as described in the Hire Agreement provided by HTSC upon receipt of a completed Facility Hire Enquiry Form.

### **Bond**

6. HTSC requires a bond to be paid for the use of the facilities at least one week prior to hire. HTSC will inspect the facilities after use. If the facilities have been left in a satisfactory condition, HTSC will refund the bond to you within 3 weeks after the hire period. Any costs incurred for additional cleaning or repairs to be carried out as a result from your hire, will be deducted from the bond.

### **Damage**

7. The hirer will be responsible for any damage caused to the facilities or any fixtures, furniture or equipment excluding reasonable wear and tear. Any damage will be repaired by HTSC at your cost and any other expenses incurred will be deducted from the bond.

### **Smoking and Illicit and Illegal Drugs**

8. HTSC has a No Smoking, No Vaping Policy which applies to all the facilities. Any hirer who fails to comply shall be subject to a \$100 fine. Illicit and illegal substances and their use is prohibited at all Sport facilities.

### **Cleaning**

9. After your hire period, the facility must be left in a clean and tidy condition. This includes returning furniture and equipment to their original positions, placing garbage into sealed bags, and removing it from the venue. Where applicable, kitchen crockery and appliances must be cleaned and floors are to be swept, vacuumed or/and mopped if required. Toilets and kitchens/kitchenettes are to be left clean & tidy. Hirers are to supply their own garbage bags and cleaning materials. HTSC will provide cleaning to the toilets each week, or following an individual event, this includes restocking of toilet paper, soap and hand towels. Fields must be left as they were found, free of rubbish. If using lights, they must be turned off at the end of use.

### **Liability**

10. For the duration of the hire period, the facility will be under your physical and legal control. It is the responsibility of the hirer to inspect and approve the booked facility as being safe to use for your activity. If you consider it unsafe, do not use it and notify HTSC of the problem

straight away. If you use the facility, it will be deemed to be an acknowledgment that the facility is fit and proper for your use and you accept that all liability associated with the use shall rest with you including all costs associated with loss or damage as a result of the hire.

### **Keys and security**

11. Collection of keys, security codes and instructions will be advised by HTSC at the time of booking. Keys will not be issued unless payment has been made. Access to the facilities must only be done during the hire period unless prior arrangements have been made with HTSC. It is against the law to make copies of any keys that HTSC issue to the hirer. Loss of keys will incur a fee.

### **Safety**

12. The hirer must ensure that the setup, pack down, and hire is conducted in a safe manner. Where applicable, the hirer must be aware of all fire exits and fire extinguishers and follow the evacuation procedures for the venue. Fire exits must be kept clear. It is the responsibility of the hirer to always have a first aid kit available during the duration of hire. HTSC accepts no liability for accidents which occur as a result of the hirer failing to observe this requirement.

### **Child Safe Environments**

13. Where applicable, the hirer must comply with the Child Protection Act 1993.

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### **Definitions**

- HTSC means Helensburgh Thistle Soccer Club
- User means all those not a member of HTSC
- Single Hire means any person or group of persons who hires the facility hired for a one off single date and time.
  
- Recurrent Hirers means any person or group of persons who hires HTSC facility for more than one single date and time.

## **FEES FOR HIRING**

<b>FACILITY</b>	<b>FEE</b>
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<p><b>Hiring of canteen space (BBQ Area)</b></p> <p><i>Including BBQ (gas bottle not supplied)</i></p>	\$120/ week
<p><b>Male and Female toilets</b></p> <p><i>Includes weekly cleaning(For recurring hire/ cleaning after event for one off hire), stocking toilet paper/ paper towel, changing sanitary bins</i></p>	
<p><b>Electricity &amp; Water Bills</b></p> <p><i>Costs incurred for electricity &amp; water</i></p>	
<p><b>Field Lights</b></p> <p><i>Access to field lights being turned on/off at an agreed time if needed</i></p>	
<p><b>Change Rooms</b></p> <p><i>Must be left clean and tidy – clubs responsible for removing all rubbish/ belongings after use</i></p> <p><i>Inclusive of toilets and showers for use.</i></p> <p><i>Does not include cleaning fee or supply of toilet paper / paper towel</i></p>	\$120 / week
<p><b>Club House</b></p> <p>Costs to be determined on application to HTSC</p>	

BOND (Sporting Clubs)	\$500
BOND (One- off hire, eg schools)	\$200