

Seasonal Court Hire Policy

Leschenault Leisure Centre (LLC)

1. Purpose

The purpose of this Seasonal Court Hire Policy is to:

- Improve accountability of clubs in booking and managing court allocations in a timely manner;
- Enable LLC booking officers to maximise utilisation of court space across each sporting season;
- Ensure a fair and equitable process for all user groups;
- Ensure affiliated clubs receive priority access to court space and the benefits associated with affiliation.

2. Definition of Seasonal Hire Periods

For the purposes of seasonal court hire, the following seasons apply:

- **Summer Season:** 1 September – 31 March
- **Winter Season:** 1 April – 30 September

Seasonal bookings apply to recurring, pre-approved court allocations for the duration of the nominated season.

3. Eligibility and Priority of Access

- Affiliated clubs of Leschenault Leisure Centre will be given priority consideration for seasonal court allocations.
- Non-affiliated clubs and casual user groups may be allocated courts subject to availability once affiliated club requirements have been accommodated.
- Seasonal bookings do not guarantee exclusive access beyond the confirmed booking times.

4. Application Process

- All seasonal court hire requests must be submitted using the official LLC Seasonal Court Hire Application Form.
- Applications must be lodged by the advertised closing date for each season.
- Bookings are not confirmed until written confirmation is provided by LLC.
- Hirers must not access courts until confirmation has been received.

5. Fees and Payment

- Hire fees are determined in accordance with the current Shire of Harvey Schedule of Fees and Charges.
- **Affiliated clubs** will receive a **10% discount** on the total seasonal hire fee if payment is made in full by the specified payment deadline.
- **Non-affiliated clubs** must pay the full hire fee by the specified payment deadline to retain their seasonal booking.
- Duty Manager fees may apply for bookings outside normal operating hours.
- Payment of fees permits use of the courts during confirmed booking times only. Any additional time used will be charged accordingly.

6. Insurance Requirements

- Hirers must hold **Public Liability Insurance** with a minimum cover of **\$20 million per occurrence**.
- Groups providing paid or voluntary instruction or coaching must also hold appropriate **Professional Indemnity Insurance**.
- Certificates of currency must be provided with the seasonal hire application.

7. Cancellations and Refunds

7.1 Cancellation by Leschenault Leisure Centre

- Where LLC is required to cancel a booking, every effort will be made to provide as much notice as possible.
- Where practicable, an alternative facility or time will be offered.
- If a suitable alternative cannot be provided, a refund or credit will be issued.

7.2 Cancellation by the Hirer

- If a booking is cancelled by the hirer after confirmation has been issued by LLC, **no refunds will be provided.**

8. Sub-Letting and Shared Use

- Seasonal hire does not permit the hirer to sub-let or allow any other group or individual to use the courts.
- This includes representative teams, peak bodies, and state associations.
- Any unauthorised use may result in cancellation of future bookings.

9. Management of Court Use

- The hirer is responsible for allocating booked courts to teams or participants within their organisation.
- Courts must be used only for the approved purpose and within the confirmed booking times.

10. Supervision and Duty of Care

- Hirers are responsible for the supervision, behaviour, and conduct of their participants at all times.
- Children's groups must be supervised by responsible adults.
- Mixed-gender groups must have both male and female supervisors present.
- Supervisors must accompany children in all areas of the facility, including change rooms.

11. Working With Children Check

- All persons engaged in child-related work must hold a valid **Working With Children Check** or qualify for a lawful exemption.
- Compliance is the sole responsibility of the hirer.

12. Condition of Facilities and Equipment

- Facilities must be left clean, tidy, and free from damage.
- All rubbish must be removed at the conclusion of each booking.
- Nails, hooks, staples, or fixings must not be used.
- Additional cleaning or damage may incur charges and may impact future booking approvals.

13. Electrical Equipment

- Electrical equipment may only be brought onsite if accompanied by certification of compliance with **AS/NZS 3760**.

14. Smoking

- Leschenault Leisure Centre is a **smoke-free facility**.

15. Food and Beverage

- Food and beverages are permitted only in designated servery areas.
- No food or drink is permitted on playing surfaces (sealed water bottles are permitted).
- Hirers preparing or supplying food must provide evidence of registration under the **Food Act 2008 (WA)**.

16. Keys, Access and Security

- Approved regular users may be issued keys and/or security access codes.
- Hirers are responsible for securing the facility after use.
- Failure to secure the building or unauthorised access will result in security call-out fees being charged to the hirer.

17. Storage of Equipment

- Clubs storing equipment onsite do so at their own risk and are encouraged to insure their property.
- All fridges must be left unlocked at all times.

18. Tables and Chairs

- Tables and chairs are limited and must be requested at the time of booking.
- Provision of additional furniture is the responsibility of the hirer.

19. Damage and Breakages

- Any damage or breakage resulting from misuse is the responsibility of the hirer.
- All damage must be reported to Centre staff as soon as practicable.

20. Footwear

- Only appropriate **non-marking footwear** is permitted in indoor sports halls.

21. Alcohol Consumption

- Alcohol is prohibited unless prior written approval is granted by the Centre Manager.
- All approvals must comply with the **Liquor Control Act 1988**.
- Alcohol is strictly prohibited in aquatic areas.
- A valid liquor licence must be provided if alcohol is sold.

22. Behaviour and Conduct

- The Centre Manager or Duty Officer may require individuals or groups to leave the facility due to inappropriate behaviour.
- Future bookings may be cancelled and penalties applied as a result of misconduct.

23. Medical and First Aid

- Participants should seek medical advice prior to undertaking physical activities.
- First aid assistance is available through Centre staff.
- Emergency services will be contacted where required.
- Hirers must maintain participant medical information and are responsible for any associated costs.

24. Emergency Procedures

- All hirers and participants must comply with staff instructions in the event of an evacuation or emergency.

25. Photography and Video Recording

- Photography or video recording within the facility is prohibited unless prior written approval is obtained from the Centre Manager.

26. Disclaimer

The Shire of Harvey accepts no responsibility for injury, loss, or damage to persons or property arising from use of the facilities, except where caused by the Shire's unlawful or negligent acts.

27. Declaration

By submitting a Seasonal Court Hire Application, the hirer declares that:

- They are authorised to make the booking on behalf of the nominated club, association, or group;
- They have read, understood, and agree to comply with the terms and conditions of hire;
- They acknowledge that seasonal booking requests will be assessed in accordance with this Seasonal Court Hire Policy;
- They understand that no refunds will be provided for cancelled bookings once confirmation has been issued by Leschenault Leisure Centre.