

# NDGC Venue Hire Agreement

## 1. General User

The NDGC Agreement is made between Northern Districts Gymnastic Club of 5 Whipple Street, Balcatta, WA, 6021, and the General User (as per below):

<b>“The User”</b>	
<b>Of/From</b>	

<b>Club Name</b>	
<b>Email</b>	
<b>Contact Person</b>	
<b>Contact Number</b>	

## 2. Hire Rates

<b>No NDGC staff member required</b>	<b>Monday to Sunday</b>	\$102 per hour
<b>An NDGC staff member is required to open and lock up</b>	<b>Monday to Sunday</b>	\$110 per hour
<b>An NDGC coach is required to attend the session</b>	<b>Monday to Sunday</b>	<i>In addition to the cost above, an additional fee will be required depending on the coach’s accreditation level.</i>

## 3. Additional Information Required

<b>Will your booking have spectators?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Estimated number of spectators:</i>
<b>Will your booking involve a third party? i.e., DJ or independent stall seller?</b> <i>If yes, then a copy of the third party’s Public Liability Insurance is required.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Has the third party’s insurance certificate been supplied?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

#### 4. Booking Hours

	Booking Date(s)	Booking Time(s)	Total Hours
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
<b>Total Booked Hours</b>			
<b>Final Cost (incl GST)</b>			

#### 5. Personnel

Number of athletes attending	
Number of coaches attending	
Are the coaches accredited through GA?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what level?	
If no, do you need us to provide you with a coach?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>How many?</i>

#### 6. Payment and Cancellation

- Please complete all necessary details of this form and email your request to [penny@ndgc.org.au](mailto:penny@ndgc.org.au) for processing.
- If cancellation is less than 24 hours' notice, a 20% cancellation fee will apply.
- Full payment is required 7 days' prior to hire.

## 7. Authorised Signatures

- The undersigned has received and read NDGC's [Child Safe Policy](#). The signature below acknowledges that the undersigned understands NDGC's Child Safe Policy.
- The undersigned (on behalf of the User) has read and agree to be bound by this Booking Form and the Terms and Conditions outlined in the Facility Usage Guidelines. The undersigned also hereby warrants and represents that he/she executes this Booking Form on behalf of the club and has sufficient power, authority and capacity to bind the club with his/her signature.

NDGC		User	
Signature		Signature	
Name		Name	
Position		Position	
Date		Date	

*This form becomes an agreement when accepted, signed and returned to the User by NDGC.*