

NCIE FITNESS CENTRE FACILITY BOOKING FORM



NATIONAL CENTRE OF
INDIGENOUS EXCELLENCE

Thank you for your interest in booking NCIE facilities. Please provide your booking details and requirements on this form and return by email. We will contact you with a quote.

Contact Details

Organisation Name: _____ ABN: _____

Organiser Name: _____

Mobile Phone: _____ Email Address: _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Facilities Required

- | | | | |
|--|------------------|---|------------------|
| <input type="checkbox"/> Indoor Stadium (full) | \$115 p/hour | <input type="checkbox"/> Sports Field | Price on request |
| <input type="checkbox"/> Indoor Stadium (half) | \$65 p/hour | <input type="checkbox"/> Group Fitness Room | \$100 p/hour |
| <input type="checkbox"/> 25m Pool (Lanes:) | \$33 p/lane | <input type="checkbox"/> Small Group Studio | \$55 p/hour |
| <input type="checkbox"/> 25m Pool (Whole) | Price on request | <input type="checkbox"/> Computer Room | \$50 p/hour |
| <input type="checkbox"/> Outdoor Court | \$80 p/hour | <input type="checkbox"/> Activity Room | \$55 p/hour |
| <input type="checkbox"/> Outdoor PIT Area | \$100 p/hour | <input type="checkbox"/> Arts & Craft Room | \$55 p/hour |
| <input type="checkbox"/> WHS Room | \$55 p/hour | <input type="checkbox"/> Other: _____ | |

Equipment Required

- ____ x Chairs ____ x Tables Other: _____

Booking Details

DAY/DATE	START TIME	END TIME	AGE/ YEAR LEVEL	# INDIGENOUS	# NON-INDIGENOUS	TEACHERS/ COACHES

Additional Comments/Requests

How did you hear about the NCIE?

- | | | |
|---------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> NCIE Website | <input type="checkbox"/> Word of Mouth | <input type="checkbox"/> Referral |
| <input type="checkbox"/> Social Media | <input type="checkbox"/> Search Engine (Google etc) | <input type="checkbox"/> Other _____ |

Health & Safety

Smoking, drug and alcohol

Smoking is not allowed at NCIE. The possession, sale, or consumption of tobacco, alcohol, or illegal drugs on site is prohibited.

Offensive behaviour and/or language

Offensive behaviour and/or language includes all/any behaviour that is perceived as inappropriate, aggressive, demeaning or discriminating (language or actions) towards others (including your family/team members), is unacceptable. Any offensive behaviour within your group may result in the immediate termination of your hire agreement with NCIE.

Restricted equipment

If bring any equipment onsite, hirers must inform NCIE Booking Coordinator/Fitness Centre Manager 1 week in advance for approval. Any electrical equipment including jumping castles must be tested and tagged. Hirers shall handle birthday candles with care. Any items or activities, which may potentially cause fire (e.g. sparklers), are prohibited at NCIE.

Injury and First Aid

First Aid facilities are available at NCIE. You can contact the Manager on Duty on 0419 821 259, or ask the staff working at the Fitness Reception (9046 7858) for first aid support. For any injuries/ incidents, an NCIE incident report form should be obtained from the Manager on Duty, filled out and submitted to the Manager on Duty. This is in addition to your group's/team reporting process.

Emergency Response

NCIE has an emergency response plan and emergency flip chart (located near Fitness Centre entrance and at the Fitness Centre reception). Our emergency response team and contacts are listed on this chart. The site response to any emergency will be:

- RAISE THE ALARM (Alert the Manager on Duty (0419 821 259), or dial 000, for any medical emergency).
- Follow the instructions of NCIE Wardens/ NCIE staff.

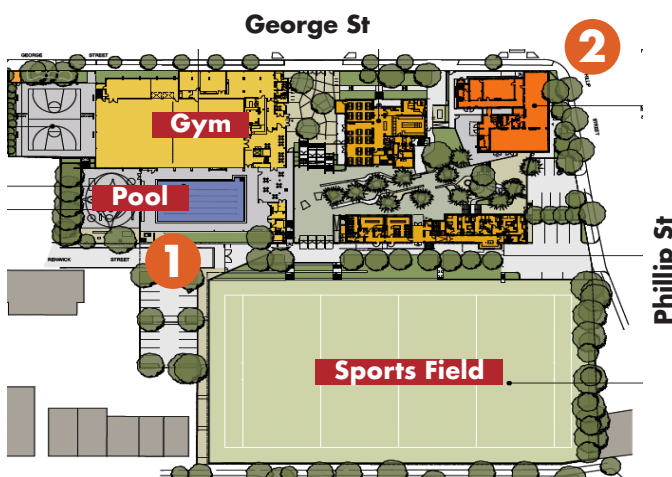
Lock Down

In the event of a lock down, NCIE staff will announce the lock down verbally. You should

- Remain calm and do not panic
- Remain in/ return to buildings/ rooms and close doors/ gates behind you.
- Be seated quietly on the floor, out of sight.

Evacuation

In the event of an evacuation, the Evacuation Alarm will be activated throughout the building. You should follow the instructions from NCIE staff, evacuate out of the building, to an outside area. Await further instructions from NCIE staff, who will direct you to the assembly point(s), or direct you to return to the building (e.g. false alarm).



NCIE has two Assembly Points marked on the attached map:

1. Sports Field Exit Gate (Primary Assembly Point)
2. Corner of Phillip & George Street Park Area

Conditions of Hire

All hirers shall comply with NCIE conditions of entry.

All centre facilities must be left in the condition they are found.

The hirer is responsible for cleaning of all rubbish before departing from the centre and returning all equipment to its appropriate place.

The hirer must ensure that all fixtures and fittings are not removed, defaced or damaged in any manner by persons using the facilities. If in the event of damage, incidents must be reported to the Manager on Duty immediately. The cost of the repair will be the responsibility of the hirer. No permanent decorations, fixtures or posters of any manner are to be erected without the written permission of the Centre Manager.

The hirer named in this contract is the sole hirer and shall not at any time sublet the facility without written permission from the Centre Manager.

The following activities will not be permitted in the centre: use of illegal substances, smoking, consumption of alcohol, swearing and abusive behaviour, destructive behaviour to property and fixtures of the centre.

Cancellations

Bookings canceled within 24 hours prior to scheduled booking date/time will incur a charge at the full rate of the booking. Management reserves the right to cancel any bookings at any time, without reason.

The hirer must contact the centre after noon on the day prior the date of booking to ensure the field availability. Cancellation conditions will be waived for cancellations due to field closure.

Indemnity

The hirer will and does hereby indemnify and hold indemnified the NCIE Ltd from and against all actions, claims, demands or proceedings which may be instituted against the NCIE or its officers, staff and contractors in respect or arising from any incident, loss, damages or injury to persons or property by reason of any act or omission by the hirer in connection with the equipment or facilities hired.

Payment

All bookings must be paid in full prior to the use of the facilities.

Invoicing options are available for individuals/groups that have 4+ bookings per month

I _____ of the above mentioned group have read and accepted the Conditions of Hire and reviewed the Health and Safety information.

Name: _____ Date: _____

Signature: _____

Form Submission

Please send your completed form to bookings@ncie.org.au or call **02 9046 7802** if you have any further questions.

OFFICE USE ONLY.

NCIE STAFF MEMBER: _____ DATE: _____

SIGNATURE: _____