



CONTRACT FOR HIRE OF UNIGYM

Organisation, Club or Society			
ABN			
Public Liability Insurer			
A copy of current public liability insurance must be provided. Refer Terms & Conditions of Hire 5a & 5b			
Correspondence Address			
Billing Address (if different from above)			
Name of Applicant/User		Position	
Telephone Number		Fax Number	
Email			
Name of Responsible Officer*		Position	
Telephone Number		Fax Number	
Email			
*Note: The Responsible Officer must be 18 years or over, and must be in attendance throughout the hire period. Refer Terms and Conditions.			

CASUAL HIRE (i.e. bookings not made on a regular basis/ one off hire):

Facility	Activity Played	Date	Start Time	Finish Time	Special Requests/ UTAS Instructor Requirements	Cost*

***PAYMENT FOR CASUAL HIRE MUST BE RECEIVED BY THE DAY OF USE UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE WITH THE SPORT AND RECREATION TEAM LEADER.**



SPORTS & RECREATION UNIVERSITY OF TASMANIA

HOBART Grace Street Sandy Bay Tasmania 7005 Private Bag 61 Hobart Tas 7000 T. 03 **6226 2084** F. 03 6226 7896
 LAUNCESTON Brooks Road Newnham Tasmania 7248 Lock Bag 1328 Launceston 7250 T. 03 **6324 3092** F. 03 6324 3042
 BURNIE 16-20 Mooreville Drive, Burnie T. 03 **6430 4949**

TERMS AND CONDITIONS OF HIRE

1. Conditions and Agreement

The term Hirer will include the applicant/user's organisation. The University agrees to hire to the Hirer the Venue/s and Facilities in accordance with the Terms and Conditions of Hire set out in the Contract for Hire of University Sport Centre and any attached additional documents. The Hirer agrees to be bound by the Terms and Conditions of Hire and by any additional conditions which the University may notify to the Hirer prior to the commencement of hire.

2. Responsible Officer

Unless agreed to the contrary in writing, the Hirer must nominate an attendant aged 18 years or more who will be present for the duration of the hire and who will take responsibility to ensure compliance with statutory safety requirements and the Terms and Conditions of Hire.

3. Charges and Deposits

Charges payable by the Hirer shall be set by the University and shall be advised in writing prior to finalisation of the Contract. At the discretion of the University, and where total costs exceed \$1000, the Hirer may be required to pay a deposit of ten per cent (10%) of total costs. A receipt will be issued for the deposit paid.

4. Cancellations

A booking for which a deposit has been requested but not received may be cancelled by the University at any time. The University has the right not to accept or to cancel a booking at any time. The Hirer shall notify the University of Cancellation not less than 14 days prior to commencement of hire, failing which the University may impose a cancellation fee of up to 50% of the hire fee. Cancellations within 48 hours of the commencement of hire, the full hire fee plus any additional expenses incurred may be charged, at the University's sole discretion.

5a. Indemnity

The Hirer shall indemnify and keep indemnified the University against all losses, expenses, liabilities, claims & damages incurred as a result of, or arising out of, the hire of the premises, whether caused by an act or omission of the Hirer, its servants agents or invitees, or any other person.

5b. Public Liability Insurance Requirement

External Hirers and users of University venues must be covered by appropriate public liability insurance. The Hirer must provide evidence of a current public liability insurance policy for an amount not less than \$10 million.

6. Duties of Care

The Hirer is responsible for adherence to general occupational health and safety standards. The Hirer must ensure spillage of beverages or other liquid is immediately cleaned up and take any action required to avoid injury by slipping. The Hirer must ensure adequate cleaning implements are on hand for potential hazards. Areas that cannot be cleaned immediately must be cordoned off. The Hirer must leave the premises clean and tidy at the conclusion of the period of hire. The University may carry out at the Hirer's expense such cleaning or other work as may be required to restore the premises to satisfactory condition. Excepting fair wear and tear, The Hirer shall be liable for damage to premises and/or to fittings, equipment, furniture, carpets or other property therein, which occurs during the period of hire at any time. The Hirer must immediately notify University Security of any damage or loss (Hobart (03) 6226 7600, Launceston (03) 6324 3336), and must also inform the Sport and Recreation Team Leader in writing within 24 hours of the damage or loss occurring.

7. Good Order

The Hirer shall be responsible for the maintenance of good order in and around the premises during the period of hire of the premises. The Hirer shall comply with any instruction by a University Security Officer or any officer of the University relating to the maintenance of good order and compliance with these Terms and Conditions of Hire in and around the premises.

8. Disputes

Any dispute between the Hirer and the University arising from, or in relation to, any hiring of the premises or from the Terms and Conditions of Hire shall be submitted to arbitration by a person appointed by the Vice Chancellor of the University, and the decision of the arbitrator shall be binding on the Hirer and the University.

9. Relocation

The University reserves the right to relocate an event to an alternative venue if circumstances arise beyond the University's control.

10. Personal Belongings

The University Sport Centre hold no responsibility for personal belongings and valuables taken into the Sport Centre, including belongings and valuables left in the lockers provided.

11. Mobile Phones and Cameras

Mobile Phones and Cameras are not permitted in the Weights, Cardio, Aerobics or Change rooms of the University Sport Centre.

12. Towels and Footwear

Towels and closed toe shoes are compulsory when using the University Sport Centre facilities and services.

AGREEMENT OF BEHALF OF THE HIRER

I the undersigned, in the Contract referred to as the Applicant/User, have read and agree to comply with and be bound by the Terms & Conditions of the Contract for Hire of University Sport Centre. In consideration for the use of venue/s & services in accordance with this Contract, the Hirer agrees to pay all applicable fees and charges.

Name: (Applicant/User please print name clearly)

Signature: (Applicant/User please sign)

Date:/...../.....

NOTE 1 – HIRER PLEASE NOTE

Public Liability Insurance (Please refer Terms & Conditions Pt. 5b) - Hirers other than University of Tasmania Budget Centres, TUU (Inc.) and Club & Societies officially affiliated with the University of Tasmania must provide evidence of current Public Liability Insurance for an amount not less than \$10 million. This evidence must be provided to University Sport Centre before the date for which the venue is hired.

NOTE 2 – DEFINITION OF HIRER

University affiliated Clubs & Societies: Student Clubs & Societies formally affiliated with the TUU (Inc).

External Hirer: Community organisations, Government departments, Commercial entities and University Business Enterprise Units.

Note: A University staff member associated with any of the foregoing types of body who organises an event that is not formally conducted on behalf of the University is classified as an External Hirer.

PLEASE RETURN COMPLETED CONTRACT WITH ANY ATTACHMENTS TO:

By mail:	Unigym (Hobart) Hire Team Leader Sport and Recreation University of Tasmania Private Bag 61 HOBART TAS 7001	Unigym (Launceston) Hire Team Leader Sport and Recreation University of Tasmania Locked Bag 1328 LAUNCESTON TAS 7250
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CONTACTS

Unigym Hobart

Telephone: 03 6226 2084

Fax: 03 6226 7896

Email: Hobart@unigym.com.au

Unigym Launceston

Telephone: 03 6324 3092

Fax: 03 6324 3042

Email: Launceston@unigym.com.au