

Victoria University Wyndham Sporting Complex

2020 BOOKING FORM

Victoria University Sport and Fitness Centre
P.O. Box 14428, MCMC 8001
Ph. (03) 9919 8173 e. werribeeffitness@vu.edu.au

Organisation/School Name*:
*if booking on behalf of School Sports Victoria please provide your school name. You will need to forward invoice to SSV for Payment.

Invoice made out to (if different from above).....
Please enter correct details of the Accounts Payable department. If booking on behalf of School Sports Victoria, Please list the exact wording you would like listed on the invoice for your school name.

Postal address: Suburb: Post code:

Contact name: Position:

Work no: Mobile no: Fax no:

E-mail:

Facilities required: Please tick the check boxes below for the facilities required and associated charge.

	Athletics & changing rooms	Soccer & changing rooms	Athletics equipment
Schools/tertiary institutions			
<u>outside</u> Wyndham municipality	\$332	\$205	\$210
Schools/tertiary institutions			
<u>within</u> Wyndham municipality	\$239	\$127	\$210
Combined events (School Associations)	\$332	\$205	\$210
Club/School/Group Training	\$56/hr (2 hour min)	\$45/hr (3 hour min)	\$210

Facility hire includes access to toilets, change rooms and first aid room.

Required date(s) for hire:

In case you have to cancel your booking due to bad weather, a backup date will be issued to you by Victoria University when you contact them to cancel your 'required date for hire'. If you need to book a backup date you can for an added cost of \$50.

Backup date requested (for additional cost):

Type of activity/function: Approx. no. of attendees:

Do you have any specific requirements (please refer to conditions of use):
.....
.....

Signature Date

In submitting an application for the use of the above facilities, the hirer has read and agrees to observe the Conditions of Use for the hire of the VU&WSC Sporting Complex. For your application to be considered this form must be fully complete and evidence of the applicant's current public liability insurance cover must be provided. Your booking will be confirmed once we receive the completed hire form and evidence of the insurance policy.

Office use

Confirmation Sent: Yes No Amount due: \$ Paid: Yes No Date: Staff Name:

ATHLETICS EQUIPMENT HIRE

Hirers will be charged for any damage to hired equipment, and by signing this, hirers agree to the procedures used and any invoice received as a result.

Hirer: Will receive an online pre-booking Facilities Checklist and an online post-booking Facilities Checklist via email prior to the booking. Both online checklists must be completed to confirm the condition of the facility and equipment before and after use. Any issues with the facility or equipment must be reported to VU Werribee Fitness Centre via the online Facilities checklist and photo evidence must be sent to werribeefitness@vu.edu.au.

WLAC: Will inspect the condition of all equipment after hire has finished. They will report any issues to Victoria University to invoice the hirer for unsatisfactory damages.

EQUIPMENT AVAILABLE

Event	Equipment
Long Jump Triple Jump	Brooms Rakes Mats
Discus	Various weight Discus (x9)
Shot Put	Various weight Shot Put (x9)
High Jump	Mats Uprights Cross bar Measuring stick
Running Events	Hurdles (approx.. 60)

Not supplied: Measuring tapes / spikes, hand held timing equipment (stop watches), shade tents, javelin.

Equipment available for hire in entirety only – individual equipment cannot be supplied.

For further information on equipment and hire please contact the VU Werribee Fitness Centre on 9919 8173 or werribeefitness@vu.edu.au