



BOOKING SHEET Fields and Courts

Please complete this form and email to bookings@uqsport.com.au

CUSTOMER DETAILS

Booking Name

Contact Person

Student Number

Phone Number

Email Address

Address

BOOKING USE

Date

Time

Space to be used for

Preferred Field \ Court

Sport being played

Competition No | Yes

Training No | Yes

Social No | Yes

Event No | Yes

Other (please specify)

Number of people participating

Number of UQ students

Number of games

OTHER NOTES

TERMS AND CONDITIONS

1. **BOOKINGS:** Booking requests must be made by phone or email, or in person at the UQ Sport Administration Office at least 24 hours prior to usage.
2. **PRICING POLICY:** Bookings are made as per UQ Sport's current pricing schedule.
3. **PAYMENT TERMS:**
 - All bookings must be paid for within 24 hours of booking. Payment can be made:
 - o in person at the UQ Sport Fitness Centre; or
 - o by funds transfer; or
 - o over the phone by credit card
4. **CANCELLATIONS:**
 - UQ Sport reserves the right to cancel any booking.
 - UQ Sport reserves the right to suspend/alter bookings when facilities are required for other purposes. Advance notice will be given where possible and a full refund will be offered.
 - Cancellations should be made no less than 48 business hours prior to the booking, otherwise the full fee will be charged.
 - In the event that a booking is cancelled due to bad weather, a full refund will be offered.
5. **WET WEATHER:** UQ Sport reserves the right to close facilities at any time. Should this situation occur, you will be advised as soon as possible.
6. **LIGHTS:** Lights for the fields and courts are controlled by an automated system.
7. **INDEMNITY:** The hirer shall be responsible for any accidents, loss, damage or injury sustained by any person using UQ Sport's facilities during the time the facility is hired to the user, notwithstanding that such injury arose from or by reason of any defect with the facilities. The hirer agrees to indemnify UQ Sport against all claims and demands made, or costs incurred in connection with such actions.
8. **LIABILITY:** UQ Sport cannot accept liability for loss or damage to any item of personal property, goods or articles unless caused by the wilful default or negligence of UQ Sport, its servants or agents. The hirer on his/her behalf and as agent for any invitees agrees with UQ Sport that the company shall not be liable for any loss, injury or damage suffered by any such invitees by reason of use of the field or court, and/or the facilities.
9. **STATE OF PREMISE:** Before using a UQ Sport field or court, the hirer shall ensure that the facility is in a proper and safe condition for use. The hirer agrees that if the facility is not left in a similar state to that in which it was found in terms of tidiness, an additional cleaning fee will be charged. Where possible, this shall be agreed prior to the hirer departing the facility.
10. **DAMAGE OF PREMISE:** UQ Sport reserves the right to charge any person, department or company for any damage (wilful or otherwise) to UQ Sport property. After an assessment of the damage, the decision on the action to be taken remains with UQ Sport.

11. **CONSUMPTION OF ALCOHOL:** The consumption of alcohol at any UQ Sport facility is not permitted without prior consent. 14 days' notice is required for appropriate approvals to be sought. An application to consume alcohol on campus must be submitted one (1) week prior to the event if liquor is not being sold, and four (4) weeks prior to the event if liquor is to be sold. Forms are available from the Bookings Officer or The University of Queensland Security.
12. **UNACCEPTABLE BEHAVIOUR ON CAMPUS:** Should unacceptable behaviour of a particular person, group or organisation be reported, The University of Queensland Security shall be notified. Should repeat incidences occur The University of Queensland Security will take appropriate action as directed by the Manager of The University of Queensland Security.
13. **ADVERTISING MATERIAL:** The display of advertising material is not permitted on campus without UQ Sport permission. UQ Sport's name is not to be used in any material produced or disseminated by the hirer, without prior approval.
14. **SECURITY:** UQ Sport reserves the right to insist on an appropriate number of professional security guards or crowd controllers, subject to the size and nature of the booking.
15. **FOOD:** UQ Sport reserves the right to all food, beverage and merchandising sales unless otherwise agreed.
16. **SAFETY EQUIPMENT:** Safety equipment, such as goal posts, are included in the hire cost of the field or court. The hirer is responsible for the collection and return of the venue's safety equipment.
17. **PARKING:** Parking is permitted only in the designated areas indicated by The University of Queensland.
18. **Failure to comply with any of the 'Terms and Conditions of Use' will result in the cancellation of your booking.**

I\We _____ agree to the Terms and Conditions of venue hire, and the of the facility.

Name: _____

Organisation: _____

Signed: _____ Date: _____