**AUCHENFLOWER STADIUM – COURT HIRE ENQUIRY FORM**

Please complete this enquiry form either electronically or print by typing into the fields.

Please provide as much detail as possible when completing to ensure that we have all the required information.

**Please return completed form via email to:** [**office@brisbanebasketball.com.au**](mailto:office@brisbanebasketball.com.au)

Bookings are confirmed via email within 5 working days

**CONTACT INFORMATION**

Contact Person:

Organisation/School/Club:

Contact Person on the Day (if different from above):

Email Address:

Phone Mobile:

Phone Work:

**BILLING INFORMATION**

**(complete only if billing information is different from above)**

Contact Person:

Organisation/School/Club:

Contact Person on the Day (if different from above):

Email Address:

Phone Mobile:

Phone Work:

**CONDITIONS OF HIRE & GENERAL INFORMATION**

* The hirer is required to check in at reception on arrival at the stadium
* Only approved non-marking sports shoes are permitted on the playing surface
* At the completion of the event, all rubbish from the court space hired is to be collected and placed into a rubbish bin located within the venue. Failure to do so will incur a $100 cleaning charge.
* The provision of First Aid is the responsibility of the hirer. Arrangements can be made with BBI prior to the event to supply a First Aid officer for an agreed fee
* External catering is not permitted to be brought onto the premises. A canteen facility and specific catering options can be arranged for an agreed fee
* The canteen will be opened at the discretion of BBI and is dependent on size/duration of booking
* Ice is available from the First Aid room in main foyer area for injury but NOT drinking
* Any damage caused to the facility by the hirer or associated users will be charged to the hirer
* Please ensure that when making a booking that you carefully consider your court requirements as it is not always possible to obtain additional items at a later stage
* Any reduction in court requirements must be advised at least 14 days prior to the event, otherwise full hire costs will be charged
* Court hire fees are payable on or before on the date of hire, unless prior arrangements for invoicing have been made
* Bookings are accepted on first come first serve basis
* Behaviour of patrons of each event is the responsibility of the hirer
* All cancellations must be notified in writing to: [office@brisbanebasketball.com.au](mailto:office@brisbanebasketball.com.au) All cancellations will be assessed on an individual basis and billed accordingly
* Referees and score bench can be arranged by contacting: [referee@brisbanebasketball.com.au](mailto:referee@brisbanebasketball.com.au) Please note this will need to be booked separately following confirmation of your court booking

**COURT HIRE FEE**

To be negotiated per request.

**Additional Information**

* Court 1 can be set up as a “Show Court” with grandstand seating on both sides, however this would require the hiring of both courts 1 & 2 together with a fee to set up the grandstand
* The stadium premium sound system is available at a fee to be negotiated

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **No. of Courts** | **Start Time** | **Finish Time** |
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**Other facilities & Services (please circle)**

Canteen Referee Room Change Room Facilities Meeting Room

Function Room Sound System Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***By ticking this box I acknowledge that I am permitted to act on behalf of the hiring organisation/group and I also agree to abide by the conditions of hire outlined above***

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Hirer Brisbane Basketball Inc.