

**BOOKING TERMS & CONDITIONS OF HIRE**

1. Booking information above is an accurate reflection of requested booking requirements.
2. Your booking will not be confirmed until you have signed this document and returned it along with a non refundable deposit
3. Signed confirmation and deposit must be received within 7 days of issue.
4. Full payment must be received no later than 14 days prior to your booking
  - a. If payment is not made by the date specified on the invoice, MSH (Melbourne Sports Hub) reserves the right to cancel any further bookings up until the time that payment is made.
5. All cancellations must be made in writing at least 14 days prior to your booking date.
  - a. If a cancellation is notified more than 14 prior to your booking, full deposit will be retained by MSH
  - a. If a cancellation is notified within 14 days of your booking full hire charges will apply and must be paid on demand
6. Amendments to bookings must be notified in writing 14 days prior to your booking, charges may apply
7. For bookings larger than 300 participants, a dedicated First Aid Officer is required and provider details need to be notified to MSH
8. You acknowledge that food and drink products must be purchased through and at the facility from the venue caterer. The hirer understands that individuals may bring non commercial food and drink into the venue for their own consumption but not for distribution. All catering requirements are to be coordinated with MSAC catering – 03 9926 1494
9. Food and drink is not permitted in the sports halls, except water that is stored in a plastic bottle.
10. MSH reserves the right to charge parking fees.
11. All electrical items brought into the facility must have an approved tag that displays the items test and expiry date.
12. Field of play surfaces must be protected at all times;
  - a. Appropriate footwear must be worn, no black soles or high heel shoes
  - b. Line marking of field of play areas can only occur when tape is purchased through MSH, contact the Event & Booking Team for details.
13. You agree to pay MSH on demand the cost of repairing any damage to MSH including the loss of any equipment
14. All photography and filming requires authorization from MSH Management. Additional fees may apply. A filming and photography form must be completed.
15. Please refer to our website [www.msac.com.au](http://www.msac.com.au) for full Terms & Conditions of Hire and MSH Venue Emergency & Evacuation Procedures, This must be adhered to at all times.

**DECLARATION**

I hereby accept responsibility for the above booking at MSH. I have read and accept the Terms and Conditions of Hire, and accept the hire fees as quoted above.

<b>Name:</b>	<b>BOOKING ID:</b>
<b>Signature:</b>	<b>Date:</b>

**All pages of your confirmation must be returned**

**Number of pages** \_\_\_\_\_

