

Morayfield Sport and Events Centre Court Hire application request form



Postal Address
PO Box 159
Caboolture QLD 4510

Morayfield Sport and Events Centre
Ph: 07 5498 6211

Internet
www.moretonbay.qld.gov.au
msec@moretonbay.qld.gov.au

ABN: 92 967 232 136

The Morayfield Sport and Events Centre can be hired under one of 2 options: Court Hire or Event Hire. This application form is for **Court Hire**. A pre-booking meeting is required prior to all bookings at MSEC with Centre Management.

Court Hire includes:

- Use of the hired court/space only and adjacent seating as per standard allocated seating configuration only;
- Set up of your nominated sport/activity by MSEC staff as per standard MSEC configuration.
- Court hire does not permit fundraising, signage or additional equipment set up. For these items please select Event Hire.

Once you have completed all details in full - please submit all documentation via email for your booking request to be considered. Upon receipt of the signed Booking Request Form and all required paperwork from the Hirer, Council will consider the booking and notify you within fourteen working days of the decision. If your booking is accepted, the venue will advise, in writing, applicable fees and an onsite meeting scheduled.

Council do not offer tentative bookings. To confirm a booking - payment must be made in full prior to the booking start date. For regular bookings invoices will be sent monthly.

Applicant details:

Date of Application:	<input type="text"/>		
Organisation name:	<input type="text"/>		
Type of sport/activity:	<input type="text"/>		
Contact person:	<input type="text"/>		
Address:	<input type="text"/>		
Suburb:	Postcode:	State:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Phone number:	Mobile:	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email:	<input type="text"/>		
Website:	ABN:	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Invoicing details (if different to above):

Organisation name:	<input type="text"/>		
Contact person:	<input type="text"/>		
Address:	<input type="text"/>		
Suburb:	Postcode:	State:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Phone number:	Mobile:	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email:	<input type="text"/>		

Bond returns:

A security bond is required for all bookings and is required to be paid at the time of making the booking. Bond money can only be returned to the individual/organisation named on the original receipt. Please tick the appropriate box to indicate your preferred option (please allow up to 30 working days for processing):

Cheque returned via mail OR Electronic Funds Transfer to a nominated bank account (excludes credit card accounts)

Bank name/branch:

Account name:

BSB: Account number:

Booking application documentation requirements:

To be eligible to apply for Court Hire at the Morayfield Sport and Event Centre – the following must be included with this application. (Applications missing these documents will be deemed an incomplete application):

- I have attached a current copy of our Public Liability Certificate of Insurance to the value of \$20 million Australian dollars;
- I have attached a copy of our Risk Assessment for all activities being conducted at MSEC;
- I have attached a copy of our current first aid certificates for all nominated first aid officers;
- I have attached a signed copy of the current Conditions of Hire document.

Covid-19 Safety Plans:

- I have attached our organisations Covid-19 Safety Plan specific to use of the Morayfield Sport and Events Centre and the activities our organisation wish to undertake for approval.
-

Organisation representatives:

All bookings require a responsible person to be onsite throughout the duration of your booking. A designated first aid officer holding a current first aid/CPR certificate must be onsite at all times throughout your booking times. Please outline your designated organisations representatives below:

(A copy of all first aid qualifications are to be submitted with your application).

Day	Responsible person (onsite during hire)	Designated First Aid Officer	Certificate #	Certificate expiry date
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Room Hire Requirements:

Meeting Room, Officials Rooms, Courtside Office and Terrace areas are available to hire during booking times. Please refer to the Room Hire Booking Application Form. Additional Fees and Charges apply. Subject to availability and Conditions of Hire.

Do you need to book room hire? Yes / No

Photography/videotaping permission:

Prior Council permission is required for any type of media, livestreaming or photography and this may not be permitted in court hire. Please ensure your organisation seeks the relevant approval from Centre Management before undertaking any photography or videotaping.

- I, the applicant, on behalf of the above listed organisation authorise Moreton Bay Regional Council to use any photographs/videotapes taken during our booking to be utilised for all publicity purposes including publications, promotional flyers, news articles, websites, newsletters and magazines.
 - I, the applicant, on behalf of the above listed organisation do not authorise Moreton Bay Regional Council to use any photographs/videotapes taken during our event.
-

Indemnity and disclaimer:

I, the applicant, on behalf of the above listed organisation, hereby acknowledge having read and understood the Conditions of Hire and agree to be bound by and comply with all the conditions. I/We further agree to be responsible for ensuring that all individuals or groups using the premises in association with this event shall comply with the conditions. I/We agree to indemnify the Morayfield Sport and Events Centre and the Moreton Bay Regional Council from, and in respect to, all actions, suits, claims or demands of any kind arising out of, or relating to, the hire and use of the facility owned by Moreton Bay Regional Council in respect of any activities undertaken by us, or any other party involved.

Name of Authorised person: Position
Signature: Date:

Please note: Signatory must be over 18 years of age.

Please return your completed application form via mail or email and include all required attachments.

Privacy statement

Moreton Bay Regional Council is collecting your personal information for the purpose of assessing your booking at the Morayfield Sport and Events Centre. Council will use your personal information to update council's customer information records and to contact you about other functions and services of council.

Booking requirements: (preferred booking dates/times):

* Please note times and days are subject to availability.

* Please note standard court set up and seating configuration applies to court hire. **Court Conversion fees are applicable to all set-up requirements.**

Stadium 1 - Court hire: (basketball/netball):

Day	Date/s	Activity type	# of courts required (max. 2)	Time in (incl. set up time)	Time out (incl pack up time)	Estimated attendance	Equipment requirements (dividers, scoreclocks, shot clocks)	Comments (i.e. hoop heights)

Stadium 2 - Court hire (basketball/netball/futsal/volleyball/martial arts):

Day	Date/s	Activity type	# of courts required (max. 3)	Time in (incl. set up time)	Time out (incl pack up time)	Estimated attendance	Equipment requirements (dividers, scoreclocks, shot clocks)	Comments (i.e. hoop heights)

Please provide a detailed outline of your activity below or attach a separate document. This is a requirement to ensure all elements of your booking are permitted and accommodated for. Please note signage, fundraising and advertising are not permitted in court hire.

Booking Requirements: (preferred booking dates/times):

* Please note times and days are subject to availability.

* Please note standard court set up and seating configuration applies to court hire. **Court Conversion fees are applicable to all set-up requirements.**

Multi-purpose Space Hire:

Day	Date/s	Activity type	# of courts required (max. 2)	Time in (incl. set up time)	Time out (incl pack up time)	Estimated attendance	Equipment requirements (dividers, fitness, mats see below)	Comments

Available Equipment:

Item	Qty available
Basketball hoops 8ft	10
Basketball hoops 10ft	10
Netball poles	10
Futsal goals	6
Volleyball nets & towers	2
Scorebenches	5
Score equipment & shot clocks	5
Fitness equipment	Assorted
Martial Arts Mats	20
Gymnastics Mats	Kit
Court Divider Curtain	4
Acoustic Curtain	1