



Raymond Laurie & Maclean Indoor Sports Centres

Venue Hire Agreement, Terms & Conditions and Code of Conduct

Owner: Clarence Valley Council

Facility Manager: Smiths Sport Management

This document applies to all casual court hires, regular sporting clubs, schools, community groups, commercial hirers, tournaments, expos, markets and special events conducted at Raymond Laurie Sports Centre.

1. Purpose

These Terms and Conditions establish the conditions for hiring and using Raymond Laurie Sports Centre. By making a booking or entering the venue for an approved activity, the Hirer agrees to comply with this Agreement.

2. Bookings

All bookings must be approved by Smiths Sport Management. Bookings are not confirmed until written confirmation has been issued. The Centre may refuse or cancel bookings where necessary for operational, safety or maintenance reasons.

3. Payments

Hire fees must be paid in accordance with the booking confirmation. Bonds may be required for tournaments, commercial events or high-risk activities. Outstanding accounts may result in cancellation of future bookings.

4. Cancellations

Standard bookings are subject to the cancellation policy advised at the time of booking. Tournament and major event cancellations are assessed separately and may be subject to specific agreements, deposits and administration costs.

5. Conditions of Entry

Users must behave respectfully, follow staff directions, wear appropriate clothing and footwear, use the venue only for approved purposes and vacate the venue at the conclusion of their booking.

6. Code of Conduct

All users agree to:

- Treat everyone with respect.
- Promote a safe, inclusive and welcoming environment.
- Follow directions from Centre staff.
- Respect equipment and facilities.
- Supervise children at all times.
- Report hazards, injuries and damage immediately.
- Leave the venue clean and tidy.
- Respect booking times.
- Refrain from abusive, threatening or discriminatory behaviour.
- Not engage in violence, vandalism or theft.
- Not smoke or vape inside the facility.
- Not consume or bring alcohol onto the premises.
- Not possess or use illegal drugs.



7. Hirer Responsibilities

The Hirer is responsible for all participants, spectators and contractors attending under their booking. The Hirer must ensure compliance with all laws, Council policies and Centre directions.

8. Health & Safety

Emergency exits must remain clear. Unsafe behaviour is prohibited. All accidents, injuries and incidents must be reported immediately to Centre staff.

9. Child Safety

Children under 16 years must be supervised by a responsible adult unless participating in an organised activity under qualified supervision.

10. Equipment

Equipment must only be used as intended. Centre equipment must not be moved without approval. Damage caused by misuse will be charged to the Hirer.

11. Food & Beverage

Food is only permitted in approved areas unless otherwise authorised. Glass containers are not permitted on courts. Alcohol is prohibited throughout the Centre and surrounding grounds.

12. Public Liability Insurance

Sporting clubs, schools, businesses, commercial hirers and organised groups must provide a current Certificate of Currency for Public Liability Insurance when requested. Additional insurance may be required for certain events.

13. Damage & Cleaning

The Hirer must leave the venue in a clean condition and is responsible for repair or replacement costs arising from damage beyond normal wear and tear.

14. Commercial Activities

Markets, expos, filming, photography, fundraising, merchandise sales and commercial promotions require prior written approval.

15. Privacy & CCTV

The Centre may operate CCTV for safety and security purposes. Personal information collected through bookings will be managed in accordance with applicable privacy legislation.

16. Liability

Use of the Centre is at the Hirer's own risk. Clarence Valley Council and Smiths Sport Management accept no responsibility for loss or damage to personal property except where required by law. The Hirer indemnifies the Owner and Manager against claims arising from their use of the facility, except where caused by proven negligence.

17. Breaches

Failure to comply with this Agreement may result in removal from the facility, cancellation of the booking, recovery of costs and refusal of future hire.

18. Governing Law

This Agreement is governed by the laws of New South Wales.

Declaration

I confirm that I am authorised to make this booking, have read and understood this Agreement, and agree to comply with all Terms & Conditions on behalf of all attendees.

Name: _____

Organisation: _____

Signature: _____

Date: _____