



Special Event Booking Form

Hirer	
Organisation Name:	
Contact Person:	
Position:	
Email:	
Telephone:	
Postal Address:	

Event Details	
Nature of Event:	
Date(s) / Time(s):	
Number of Participants:	
Equipment:	Table Tennis Tables required? Y / N Trestle Tables required? (insert number) _____

Catering	
Do you require catering?	Y / N

Cleaning	
Do you require additional cleaning?	Y / N

Declaration	
I, the above named person, have read and understood the Brisbane Table Tennis Centre's Special Event Booking Terms and Conditions (See Over).	
Signature	
Date	

PLEASE NOTE: This form is a booking request only. Your booking will not be confirmed until you have been emailed confirmation and have paid your booking deposit.



Special Event Booking Form

Terms and Conditions

Payments and Fees:

- 1 A deposit equal to 25% of the total booking fee must be paid prior to confirmation being issued. Brisbane Table Tennis Association reserves the right to make alternative bookings where no deposit has been paid.
- 2 All hire fees to be paid **seven days** before the commencement of the booking unless alternative arrangements are agreed in writing with the centre management.

Amendments / Cancellations

- 3 Amendments to bookings must be submitted in writing for approval.
- 4 Cancellations must be made in writing and may incur a fee as follows:
 - a. More than thirty days prior to the booking - No Charge.
 - b. Less than thirty days and more than seven days prior to the booking – 25% of Booking Fee.
 - c. Less than seven days prior to the booking – 100% of total booking fee.

Catering

- 5 Brisbane Table Tennis Association has an exclusive catering contract for the centre. Outside catering is not permitted.
- 6 Use of the kitchen area is restricted to the Brisbane Table Tennis Association caterer.
- 7 Dining area furniture must not be removed from the dining area without prior written approval of the Centre Manager.

Cleaning

- 8 All areas must be left in a clean condition. Should the centre require additional cleaning as a result of your use of the facility the hirer agrees to pay any additional costs.
- 9 The facility will be cleaned prior to your event. If you require additional cleaning during the period of the hire, this will incur additional fees. This requirement must be noted on the booking form.

General Terms

- 10 Hirers must provide evidence of public liability insurance covering the period of the booking.
- 11 Brisbane Table Tennis Association reserves the right to cancel bookings provided notice is given in writing at least thirty days prior to the booking start date.
- 12 The hirer shall not sublet any part of the Centre without prior written approval from the centre manager.
- 13 The hirer is required to vacate the Centre at the expiration of the time specified on the confirmation email. Failure to do so will result in additional costs being invoiced to the hirer.
- 14 The hirer will take all reasonable steps to ensure the safety of participants and spectators using the facility during the hire period. The Centre will be fully supervised by the hirer or staff of the hirer to ensure order and decent behaviour.
- 15 The hirer is responsible for the cost of any damages incurred during the period of the hire.