

facility request form



HOW TO USE THE FOLLOWING TEMPLATE:

- 1 Fill in the required information relative to notes provided.
- 2 Check dates are correct.
- 3 For Table 1 (a) and 1 (b) below please:
 - a. Choose your facility and add information as required.
 - b. Insert or delete rows as required.
- 4 For Table 2 below please:
 - a. Choose your facility and add information as required.
 - b. Insert or delete rows as required.
- 5 Delete these notes, print form and sign before submitting to NUsport.

NB-

- All facility bookings are subject to the terms of the *Club Facility Contract*, including bookings being subject to the confirmation of the Venue Hire Coordinator.

UNIVERSITY | HARBOURSIDE

Newcastle University Sport (NUsport)
Head Office: The Forum Sports & Aquatic Centre
University Drive, Callaghan NSW 2308
P 02 4921 7001 F 02 4921 7005
www.theforum.org.au ABN 67 096 090 372 ACN 096 090 372

facility request form



TABLE 1 (a): Training Facility Request Form (Please refer to Appendix A)

TRAINING BOOKING REQUEST INFORMATION					
Club Name:					
N.B. Please complete a separate line for different days and times.					
Facility / Venue	DAY	Start Time	Finish Time	Start Date	Finish Date

TABLE 1 (b): Training Facility Request Form (Please refer to Appendix A)

COMPETITION BOOKING REQUEST INFORMATION					
Club Name:					
N.B. Please complete a separate line for different days and times.					
Facility / Venue	DAY	Start Time	Finish Time	Start Date	Finish Date

UNIVERSITY | HARBOURSIDE

Newcastle University Sport (NUSport)
 Head Office: The Forum Sports & Aquatic Centre
 University Drive, Callaghan NSW 2308
 P 02 4921 7001 F 02 4921 7005
www.theforum.org.au ABN 67 096 090 372 ACN 096 090 372



facility request form



TABLE 2: Storage Facility Request (Please refer to Appendix A)

STORAGE BOOKING REQUEST INFORMATION	
Club Name:	
Facility / Venue	Storage Type
i.e. The Forum Sports & Aquatic Centre	Underground Cage

Will Alcohol be sold at any of the above facilities requested? **Yes / No**
If Yes, Licence and RSA Certificates must be provided as per hiring contract requirements.

Additional requirements/information e.g. use of pavilion, marquee etc

Our club wishes to apply for facility use as per Table 1(a), Table 1(b) and Table 2 relative to operation of our sport in 2019.

Name of President/Secretary (Print block letters) Signature of President/Secretary Date

Other Key Personnel (up to two) who are authorised to request additional bookings or modify bookings:

Name Position Phone

Name Position Phone

Please ensure this form is returned to NUsport NO LATER than 23 November 2018.

UNIVERSITY | HARBOURSIDE

Newcastle University Sport (NUsport)
Head Office: The Forum Sports & Aquatic Centre
University Drive, Callaghan NSW 2308
P 02 4921 7001 F 02 4921 7005
www.theforum.org.au ABN 67 096 090 372 ACN 096 090 372



facility request form



Appendix A

Facility Hire Request and Fee Schedule

The Club Facility Contract and Club Administration Resource Book (C.A.R.B) should be read in conjunction with this Facility Hire Request.

FACILITY	PUBLIC HIRING COST (per hour)	COST TO NUSPORT CLUBS (per hour)
Field Hire	\$65.00	\$13.00
Lights	\$35.00	\$7.00
Court Hire	\$65.00	\$13.00
Studio Hire	\$65.00	\$13.00
Lane Hire	\$35.00	\$7.00
Meeting Rooms	\$65.00	\$13.00
Amenities Provision	\$65.00	\$13.00
HPTZ	\$110.00	\$110.00
SGPT	\$100.00	\$100.00
Cleaning	\$65.00	\$65.00
Event Staff	\$45.00	\$45.00
Squash Court (full)	\$20.00	\$4.00
Climbing Wall - staffed incl. harness	\$150.00	\$45.00
Line Marking (standard)*	\$200.00	\$200.00
Storage	<i>Annual storage fees apply and are variable.</i>	

Please note:

- Lights must be used during the following times:
 - Summer daylight saving from 7.30pm
 - Winter from 5.30pm
- *A line marking cost will be applied to any events outside regular standard competition bookings
- Facility hire is not confirmed until the Hirer receives written confirmation from NUsport. The Hirer will be solely responsible to communicate booking details to its officers, employees, agents and players.

For any questions, please contact Chris Dale, Venue Hire Coordinator, on 4921 6963 or chris.dale@theforum.org.au

UNIVERSITY | HARBOURSIDE

Newcastle University Sport (NUsport)
Head Office: The Forum Sports & Aquatic Centre
University Drive, Callaghan NSW 2308
P 02 4921 7001 F 02 4921 7005
www.theforum.org.au ABN 67 096 090 372 ACN 096 090 372

