



## ALBANY LEISURE AND AQUATIC CENTRE BOOKING APPLICATION FORM

Name of Organisation/Team: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position Held: \_\_\_\_\_

Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_ Fax:: \_\_\_\_\_

Date Required (start & Finish date)	Area (eg courts, lanes)	Time In	Time Out	Purpose	Num bers

Special Requirements: \_\_\_\_\_

The Albany Leisure and Aquatic Centre requests that you advise correct and accurate booking details. Failure to advise correct information may lead to delays in confirmation of your booking.

Please allow 3 weekdays for booking confirmations. All bookings will be confirmed in writing.

**We require a minimum of 24 hours notice in writing of any cancellations to bookings. Failure to advise cancellations will incur a \$29.00 "No Show" Fee.**

**Please Note:**

- The Albany Leisure and Aquatic Centre reserves the right to alter/cancel bookings at Management's discretion.
- Fixtured Sports have a preference to training in the Leisure Centre.
- All bookings must be signed and dated. The person signing will be responsible for payment.
- All associations are required to keep competitions restricted to the Summer/Winter time frame, which coincides with the WA State Government School Terms.  
(WINTER – Terms 2 & 3 / SUMMER – Terms 4 & 1 )

**The above organisation agrees** to comply with the rules applicable to the Centre and any special conditions noted by the staff in relation to an approved booking. Should the Leisure and Aquatic Centre have to engage the services of a collection agency; the hirer will bear all associated costs to recover the debt in full.

**I have read and understand the above in full**

Signature of authorised person \_\_\_\_\_ Date \_\_\_\_\_



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