

# Lenswood Memorial Park Inc.

## Hiring information

### Hire fees

Hall including kitchen	\$200
Oval and tennis courts	\$200
Entire complex	\$300 (cricket clubrooms are not for hire)
Bond (refundable)	\$200

Park members and affiliated clubs hire at the above prices less 50%.

- The kitchen has two stoves, microwave oven, refrigerator, hot water urn, pie warmer and some crockery and cutlery.
- A storeroom has tables, trestles, chairs, brooms, and mops with buckets.
- Access to the hall is via two front doors. A key safe is next to one of the doors.

### Booking procedure

1. Go to the booking site <https://lenswoodmemorialpark.skedda.com/booking?viewtype=3>
  - a. Check available dates for the section you wish to book
  - b. Hover the mouse over any booking to see what component is booked
2. Check with Park if dates are OK – email [lenswoodmemorialparkbookings@gmail.com](mailto:lenswoodmemorialparkbookings@gmail.com)
  - a. Date and times required
  - b. Overview of event
  - c. Number of anticipated attendees
3. The booking officer will respond within five (5) working days with confirmation or otherwise. An invoice will be supplied if confirmed.
4. If confirmed please complete the booking process below:
  - a. Download and complete the Agreement Form [http://lenswood-forestrange.org.au/?page\\_id=6035](http://lenswood-forestrange.org.au/?page_id=6035)
  - b. Email the form with attachments to [lenswoodmemorialparkbookings@gmail.com](mailto:lenswoodmemorialparkbookings@gmail.com)
5. We will advise the code for our key safe after all documents and payment is received.
  - a. After the event, lock the key back into the safe.
6. After a satisfactory inspection is made after the event, the bond will be refunded into your designated account.

### Pandemic restrictions

Availability of the park is subject to any restrictions that may be applied because of the COVID-19 pandemic.

Events must abide by the following restrictions supervised by the hirer's appointed Covid Marshall:

1. Attendees must check in.
2. The wearing of masks is mandatory in the hall and kitchen.
3. The number of persons allowed in the hall is listed on the door.
4. SA current restrictions <https://www.covid-19.sa.gov.au/emergency-declarations/public-activities>

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**Hiring agreement** - The following must be completed and signed before the keys can be provided.

Date of booking:

Name: (Must be over 18 years old)

Address – Street:

Suburb & Postcode:

Telephone Number:

Email Address:

Deposit banked: Amount, date paid & lodgement receipt

Please tick the facilities you have hired:

Hall

Oval

Courts

- I understand that the hirers are responsible for public health and safety, and **I have attached a certificate of compliance from my public liability insurer.**
- I agree that I am responsible for the facilities that I have hired and will take all possible care to ensure that the facilities are not damaged. I will ensure that:
  - No glass containers are taken onto the oval
  - No fires
  - Music is silenced before 1:00 a.m.
- I understand that if the event involves either the consumption or the sale of alcohol, the appropriate licence must be cited by the booking officer before the event.
  - Applications are to be made to the Adelaide Hills Council:
- Following my event I will:
  - Clean the hall and kitchen
  - Clear all rubbish from the oval
  - Clean the toilet facilities
  - Remove all rubbish from the complex
- I have paid a \$200 bond plus the required booking charge and agree that should the complex not be left in the state in which I hire it some, or all, of the bond may be retained. *Payment by Direct Deposit: BSB: 105067, Account: 268002340 Lenswood Memorial Park – include your name as reference.*
- I also agree I will meet the cost of any damage that occurs because of my event, that is more than \$200.

Bank Account for bond return:

Account name:

BSB:

Account  
number:

Signature:

Date:

Drivers' Licence or  
other ID:

If other ID  
identify type:

**The Park committee hopes that you enjoy your event and that you find the facilities appropriate.**