



Third Party Use of the WAIS High Performance Service Centre

The use of the WAIS High Performance Service Centre (**HPSC**) by an external party (the **Hirer**) is subject to the terms and conditions below.

General

1. Bookings

- Use of the HPSC requires prior booking and approval. Please complete the booking form. The requirements of WAIS and the WAIS athletes take precedence over external customer booking requirements.
- A booking is not confirmed until you receive written confirmation from WAIS.

2. Fees

- The Hirer is liable for venue hire fees and associated staffing costs. One-off bookings must be paid for in full prior to use. Regular Hirers will be invoiced on a monthly basis.
- Venue hire must be paid in full if a booking is cancelled less than two working days before the booking.
- Any required access to the services of WAIS staff should be requested in writing two weeks in advance. Any costs relating to WAIS staff will be the responsibility of the Hirer.
- The Hirer will pay interest on payments which are unpaid 7 days after invoice at a rate of 8% p.a.

3. Access

- The HPSC is available for hire between the hours of 8am – 5pm Monday to Friday. Request for use outside of this time is discretionary. This may require the supervision /support of WAIS staff at an additional cost to the Hirer.
- All external users must sign in and out at the HPSC reception and enter and leave via the HPSC reception.
- Hirers are to use only those areas of the building agreed at the time of booking. Not all areas of the building are available for use or access.
- Regular Hirers will be required to undergo an induction of the building and key areas.
- There are eight visitor parking bays at the HPSC which can be used by the Hirer. Overflow parking is available across from the adjacent fields at the UWA parking lot.



4. Property and Insurance

- The Hirer is liable for itself, its employees, contractors and athletes at all times.
- The Hirer must have current Public Liability Insurance to the value of no less than \$20 million. A copy of the policy must be provided in advance to the Venue Operations Coordinator.
- If the Hirer has Professional Indemnity Insurance, a copy of the policy must be provided in advance to the Venue Operations Coordinator.
- WAIS accepts no responsibility for damage or loss of goods or materials brought into the HPSC by a Hirer.
- Furniture and equipment must not be moved without the permission of the Venue Operations Coordinator. If permission is granted, furniture shall be returned to the original state after use.
- The venue facilities/rooms must be left by the Hirer in the same condition as at the commencement of use, save normal wear and tear. Failure to do so will incur additional cleaning charges.
- The cost of accidental or negligent damage, deemed to be in excess of normal wear and tear, is chargeable to the Hirer.
- Prior written approval must be obtained for the use of any signage, pop-ups or banners. No nails, screws, adhesive tapes, or any fastening may be driven into or attached in any way to walls, doors, glass, floors, furniture or fittings.
- Any footage of the WAIS building or logo must not be used in any advertisement or promotional material, unless prior written approval has been granted by the Public Relations Coordinator.
- The Hirer shall vacate the HPSC premises by the agreed time of the expiration of period of use. All goods, properties or materials brought in by, or on behalf of the Hirer, must be removed from the venue facilities/rooms and the HPSC premises by the expiration of the period of use.

5. Food and Beverage

- WAIS does not provide any on-site catering. Any request to bring in catering must be agreed in advance with the Venue Operations Coordinator.
- Consumption of food and drink (other than water) is not permitted within the sports areas. Users may be permitted to consume food and drink on the outdoor deck.
- Alcohol is not permitted.
- The Athlete Lounge is for WAIS athletes only.



6. Liability and loss

- WAIS may without liability for loss or damage to the Hirer:
 - cancel or prohibit a booking; or
 - close down a venue during an event if in the opinion of WAIS staff the event is objectionable, dangerous, unlawful, infringes the intellectual property rights of third parties or is potentially detrimental to the reputation of WAIS or the HPSC.
- WAIS will use its reasonable endeavours to ensure that as much notice as possible is given of any cancelled booked.
- WAIS is not liable for any interference or cancellation of a booking which is caused by civil disruption, industrial action, terrorism, act of god, or any circumstance beyond the direct control of WAIS, and WAIS will not be obliged to settle any dispute or control any disruption which has been caused.
- The Hirer indemnifies WAIS against claims, losses, actions, damages, costs and expenses, personal injury, death or damage to property arising from the use of the HPSC and any equipment used during the hiring caused directly or indirectly by any act or omission of the Hirer, or its officers, agents or employees or any other person directly or indirectly associated with the Hirer's use of the venue or by the Hirer's failure to comply with these terms and conditions.

Areas for Hire

7. Meeting Rooms

- Audio Visual Equipment, Whiteboards and Flipcharts are available in the meeting rooms upon request
- Meeting room doors are to remain closed when in use to minimise the transmission of noise.

8. Gymnasium

- Use of the gymnasium requires supervision by a qualified Gym Instructor or Strength and Conditioning coach which must be provided by the Hirer. A copy of certification for external coaches must be submitted a week in advance to the Venue Operations Coordinator.
- External users are to be cognisant of WAIS athletes who may be using the venue at the same time. WAIS athletes will take precedence over external users on equipment.

9. Running Track

- Use of the running track will only be permitted to be hired in special circumstances.
- If approved, use of the running track requires appropriate running shoes/spikes. Pyramid or Compression spikes are allowed but Needle spikes are not permitted.

10. Sprung Floor

- Use of any equipment on the surface of the sprung floor must be pre-approved.
- Non marking trainers must be worn.



- Sports Wheelchairs only are permitted on the sprung floor.

11. Recovery Centre

- A Hirer may not access the Recovery Centre unless it adheres to the additional requirements of the Centre (see attached booklet) and where required by WAIS, only with the supervision of a WAIS Recovery Physiologist.

12. Treatment Rooms

- The Hirer is responsible in ensuring that the massage beds are wiped down by users after use.
- The Hirer is responsible for providing their own towels, tape and oils. All non WAIS products must be removed at the end of the session.
- Treatment room doors are to remain closed when in use and blinds drawn.