|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Applicant details | | | | |
| ORGANISATION: | | | CONTACT NAME: | |
| POSTAL ADDRESS: | | | | POST CODE: |
| PHONE: | MOBILE: | | | EMAIL: |
| ABN: | | | | |
|  | | | | |
| EVENT details | | | | |
| DATE OF EVENT: | | DURATION: FROM TO | | |
| NAME OF EVENT: | | NO. OF ATTENDEES (APPROX): | | |
| BUMP-IN: DATE: TIME:  BUMP- OUT: DATE: TIME: | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| equipment Required TIME REQUIRED HIRE FEE AMOUNT | | | | | |
| Regatta Course  *Includes use of starting pontoon, plus one start pontoon shift per day*  Additional pontoon shift requirements:   1. $200/shift (includes 4 staff, boats and equipment) 2. 4 additional volunteers (otherwise an additional fee of $200 will be added) | Days Required  Pontoon shifts required (please list)  *-Example: 2,000m to 1,000m at 12.30pm on 13/02/2023* | $2,300/day exclusive use  or  $590/half day (up to 500m of course used) with clear passage for recreational use on the western or eastern side |  |
| **Regatta Course HIRE CHARGE**  **+GST** | | | $  $ |

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| rETURN aPPLICATION fORM | |
| PLEASE RETURN THE COMPLETED APPLICATION FORM BY EMAIL TO:  [course@rowingsa.asn.au](mailto:course@rowingsa.asn.au) and [blannan@rowingsa.asn.au](mailto:blannan@rowingsa.asn.au)  AN INVOICE FOR A 10% DEPOSIT/BOND WILL BE SENT TO YOU ALONG WITH CONFIRMATION OF YOUR BOOKING.  Name of Hirer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **PAYMENT** | |
| This completed form will produce a TAX INVOICE and sent to you for payment | |
| Payment Method: EFTPOS Invoice Direct Debit TOTAL $ \_\_\_\_\_\_\_\_ | |
| Credit Card: VISA MasterCard | |
| Credit Card Number: \_\_/\_\_/\_\_/\_\_ \_\_/\_\_/\_\_/\_\_ \_\_/\_\_/\_\_/\_\_ \_\_/\_\_/\_\_/\_\_ Expiry Date: \_\_/\_ CVV: | |
| Card Holder’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Direct Debit Details**: BSB 633 000 Account No: 1345 744 90 Account Name: Rowing South Australia Inc.  **Please quote your Event Name as reference on Direct Debit so that your payment can be distinguished from other payments received by ROWING SA. Email confirmation when paying by direct debit will be sent to you.** | |
| **Public Liability Insurance:** Please attach a copy of your organisation’s Public Liability Insurance Certificate of Currency. Anybody conducting the sale of Goods and Services, filming or photography, or contractors responsible for erecting temporary structures must also provide copies of their Public Liability Insurance, as required in accordance with the Terms and Conditions.  **Additional Requirements:** Please contact Charles Sturt Council Event Officer [avella@charlessturt.sa.gov.au](mailto:avella@charlessturt.sa.gov.au) to book all waste management, reserve hire, traffic management, etc. No waste management provisions are available as part of any booking with Rowing SA – this needs to be organised through Council which will incur additional costs. Event clean up is up to the hirer.  First Aid, on-water safety, traffic management and other operational matters are the requirement of the hirer. | |
| **OFFICE USE ONLY** | |
| Date | Date |
| Booking No: | Copy of Appl Form to Café/: |
| Reserved in Calendar: | Hire Payment Received: |
| Confirmed in Calendar: | Hire Invoiced: |
| Deposit Received: | Additional Charges Invoiced: |
| Confirmation Letter Sent to Hirer: | Deposit Refunded: |