



STADIUM BOOKING PROCEDURE

Number:	PR004	Version:	1
Revised on:	Oct 2020	Approved:	
Authorised by:	CEO	Next Review Date:	Oct 2023

Scope

This procedure applies to Basketball SA managed stadiums.
Currently this includes Marion, Morphett Vale, Port Adelaide, Springbank, and Wayville.

Procedure

Stadium Opening Hours

Stadium Opening Hours will be published on the Basketball SA website. Bookings within these hours can be made by contacting the relevant manager or by using the online booking system.

Casual Shooting will be available during opening hours at times when there are no other bookings.

After-Hours Access

Arrangements may be made to access a stadium outside opening hours. In such cases, the club/organisation must book the stadium (all courts) and pay the appropriate hire fee. If eligible, an application may be made through the Community Court Hire Fund (see criteria, appendix 3)

If staffing is required, this cost will be added to the court hire payable by the hirer (this may include staffing for the duration of the activity or staffing to open/close the stadium). Staffing will be automatically added to the hire fee of a hirer that is not a member of Basketball SA, or a request is made for limited access eg. 2 out of 3 courts.

Limited key personnel of Clubs that occupy a Basketball SA managed stadium will be provided with keys/alarm codes for after-hours access. A register will be kept recording access granted. Those provided with access will be required to sign a security agreement (appendix 2). Access cannot be shared to other club personnel unless approved by Basketball SA. Access is limited to the following conditions:

- Administrative purposes
- Cleaning/maintenance
- Pre-booked Court Use

Booking Conditions

- Official club training must be pre-booked by the club.
- Individual or group training sessions (where the coach is charging for a service) must book a full or half court during opening hours.
- Volunteer coaches may attend with individual players for practice for the cost of a casual shooting rate per player. No bookings can be made in this instance.
- Evidence of Public Liability Insurance must be provided (non-members only).
- Non-members of Basketball SA may be asked to pay upfront or provide a deposit/bond.
- Hirer must comply with any current government/legislative guidelines eg. COVID, WHS.

Court Hire Options

- Club Training
- Full Court*
- Half Court
- Casual Shooting (rate per individual, pre-booking unavailable unless specified)

**Discounts may apply to Basketball SA members and partners for full court bookings*

A Community Court Hire Fund has been established to assist eligible organisations with court hire in certain circumstances (see appendix 3).

Cancellations

It is expected that 7 days notice be provided to cancel or change a court booking. Basketball SA will impose the following penalties for cancellations or changes* made with less than 7 days notice:

- Less than 24 hours notice – full quoted hire charge applies
- Between 24 hours and 72 hours notice – 50% of quoted hire charge applies
- Greater than 72 hours and less than 7 days notice – 20% of quoted hire charge applies

**For changes to bookings the penalty applied will apply to only the changed portion, for example, Hirer books 4 courts for a 5 hour timeslot. With 48 hours notice, the hirer requests to change to 3 courts for a 5 hour timeslot. Total hire charged will be: 3 courts for 5 hours plus penalty of 50% of cost of 1 court for 5 hours*

Breaches

The hirer is responsible for the cost of repair resulting from any damage caused during the time of hire, or cost of any additional cleaning costs incurred as a result of their use.

Penalties may apply for a breach of this procedure or access/booking agreement.

Penalties can be imposed at Basketball SA's discretion dependent on the severity of the breach in each case.

Penalties may include a warning, termination of individual's access (key/code), immediate ejection from stadium, refusal of future hire, loss of bond.

Any previous breaches or misconduct will be taken into consideration when imposing a penalty. More than one penalty may be applied if considered necessary.

Appendices

Appendix 1 – Booking Agreement

Appendix 2 – Stadium Access Agreement

Appendix 3 – Community Court Hire Fund

Version Control

Version	Date	Nature of Amendment	Update Author(s)
1	Oct 2020	New procedure	CEO, Stadium Managers

HIRE AGREEMENT – BASKETBALL SA

314 SOUTH ROAD, RICHMOND, SA 5033



A. Hirer Details

Name: _____

Club/School: _____

Business Name: _____

Address: _____

Phone: (Work): _____ (Mob): _____ (Fax): _____

Email: _____

Purpose of Hire: _____

Access Key/s: (No. Issued): _____ (Pick Up Date): _____ (Return Date): _____

B. Venue Hire Details

Dates	Times	Courts	Cost (includes GST)

*Total booking cost = \$

**Total charges are payable no later than 14 days after the invoice issue date.

***Access keys are collected from House of Basketball, 314 South Road, Richmond, SA 5033

C. Booking Application

This is your booking application. The application requires Basketball SA's approval prior to being confirmed.

I/We _____ apply to hire the Venue, as described above. I/We recognise and accept my/our responsibility and obligation pursuant to Basketball SA rules and conditions of hire.

In consideration of Basketball SA approving this Application, I/we _____ personally guarantee that the hirer's hire and the payment of hire charges pursuant to this Application.

Signature of Hirer: _____ Date: _____

D. Approval

Basketball SA accepts your offer to hire the Venue described above. In consideration of you complying with Basketball SA rules and the conditions of hire hereto and your payment of the hire charges, Basketball SA grants you a non-exclusive license to use the Venue on the dates and during the times specified.

Signature of Basketball SA: _____ Date: _____

E. Office Use

Booking amount received: _____ Receipt No: _____

Hall Sheet No or Invoice No: _____

Access Key: _____ Date: _____

Conditions of Hire – Basketball SA Venue

- Use of facilities:** The Hirer may use the Venue for the stated purpose of hire only and for the hire dates and during the hire times specified. The Hirer will comply with all instructions given by approved authorised persons whether regarding the use of the Venue or conduct or parking on Venue grounds or otherwise. The hirer has been allocated an office for use that is covered in the room hire fee.
- Indemnity:** Entry onto the land and use of the Venue is solely at hirer's risk. The Hirer/Responsible Person will indemnify Basketball SA for all actions, suits or demands, costs and expenses it may incur or for which it may become liable arising out of or in connection with the hire the subject of this application, including any injury to any persons entering the Venue as a result of or in connection with the Hirer's/Responsible Person's use of the Venue.
- Guarantee:** The Responsible Person guarantees to Basketball SA the due and punctual performance and observance of all the Hirer's obligations pursuant to the Application for Hire and Conditions of Hire and indemnifies Basketball SA against any loss, howsoever arising as a consequence of the Hirer's use of the Venue or its failure to satisfy the Conditions of Hire.
- Public nuisance:** Basketball SA is empowered to control the Venue and regulate the conduct of persons entering the Venue. The Hirer's use of the Venue will not create a public nuisance. Basketball SA may specify a time when the noise level of any live or pre-recorded sound will be reduced. Basketball SA will terminate the Hirer's use of the Venue if a public nuisance is created. A person must not fail to comply with a direction given to them by Basketball SA or another authorised person whilst in or near the Venue or car park.
- Responsibility for damage:** The Venue hired must be clean and undamaged at the end of the hire period. All damage to the Venue and equipment will be the Hirer/Responsible Person's responsibility. If extra cleaning or repair of damage is required to return the Venue or equipment to their pre-hire condition, that cleaning or repair will be arranged by Basketball SA and charged to the Hirer/Responsible Person.
- Access security deposit:** The Hirer/Responsible Person currently has a Venue Access Key and a Security Code. If it is found to have been lost or given to another party for use of the venue a \$100 security fee will apply to cover replacement or use of the venue with no notice given to Basketball SA.
- Advertising material:** Display of advertising material is not permitted in or outside of the Venue without permission of Basketball SA and the name of Basketball SA or the Venue is not to be used in any material produced or disseminated by the Hirer, without permission being granted by Basketball SA or an authorised staff member.
- Changes to hire agreement:** Basketball SA must authorise any changes to this hire agreement in writing. If any change results in a cancellation of part of the hire, Clause 10 will apply.
- Cancellation:** Any cancellation of the hire agreement (in whole or in part) must be advised in writing. If written cancellation occurs not less than one week before the first hire date, all hire charges will be refunded. If written cancellation is received less than one week prior to the first hire date, the Hirer/Responsible Person will be expected to pay all charges for the proposed event. Basketball SA may cancel the hire agreement at any time if detrimental circumstances arise, because regular Venue Hirers will receive a discounted rate, if a major event or multi-day event requires the hire of the Venue, bookings may be suspended for the duration of that event. Basketball SA reserves the right to cancel the booking if the Venue is required, in which case all fees paid may be credited. **Consumption of alcohol:** Alcohol will not be sold and/or consumed in the Venue without Basketball SA's approval. If alcohol is to be sold and/or consumed, Basketball SA reserves the right to impose a fee for a liquor licence at the Hirer's/Responsible Person's expense. The Hirer/Responsible Person will ensure that all alcohol is consumed only within the location and during the times nominated by Basketball SA and the licence. Basketball SA's approval may be withdrawn at any time during the hire period if detrimental circumstances arise. Where a booth licence is required to be obtained, the Hirer/Responsible Person must undertake this application following written approval from Basketball SA. The Hirer/Responsible Person must provide a copy of the booth licence in such instances prior to entry for the event.
- Catering:** All catering arrangements require Basketball SA's approval and must be obtained in advance.
- Security:** Basketball SA may require the Hirer/Responsible Person to provide security measures in relation to the hire, the subject of this agreement, at the Hirer's cost.
- Evacuation:** In the event of an emergency the Hirer/Responsible Person is to follow the facilities Emergency Procedures (as provided) and must contact Basketball SA.
- Smoking:** Smoking is prohibited in and within 10 metres of the Venue.
- Animals:** No animals are allowed in the Venue unless, as required by the visually impaired.
- Services provided Basketball SA:** Basketball SA will provide electricity for light and power, water and access to available toilets during the hire period (provided electricity supply is available from public utilities).
- Injury or loss:** The Hirer is to insure against public liability for A\$10 million and produce a Certificate of Insurance when paying its first hire fee.
- Hirer's Equipment:** All property brought or placed upon the Facility by the Hirer, or any person, under or through it, shall always be and remain at the sole risk of the Hirer or that person. Basketball SA shall not be responsible for any loss or damage to any such property, whether occurring by accident, wilful act or omission, failure of electricity or other plant or equipment, the property of or supplied by Basketball SA. Equipment owned by Hirers or other persons associated with either the event or the Hirer shall be removed from the site immediately upon the conclusion of the event.
- Priority Bookings:** Basketball SA reserves the right to cancel any booking in the event of State, National or International events that coincide with minor bookings that have previously booked the facilities. Basketball SA will not cover any loss of revenue to the hirer if the booking is cancelled for the above specific events.
- Consumables:** No food or drink (except water and sports drinks) or chewing gum is permitted on the timber sports floor within the Venue



STADIUM ACCESS AGREEMENT

Club: _____

Name: _____

Position: _____

Contact Number: _____

Stadium: _____

I confirm that I have been provided after hours access to the abovenamed stadium.

I agree to:

- Ensure that the stadium is left secure after use
- Report any faults/maintenance issues/damage to Basketball SA
- Not share my key/code with anyone else unless approved by Basketball SA
- Return my key to Basketball SA when asked or when I leave my position as listed above
- Report to Basketball SA immediately if my key is lost or I believe security has been compromised in any way.
- Uphold the principles of the Basketball SA Stadium Booking Procedure

Signed: _____

Date: _____

Office Use Only:

Key	
Code	
Other	



Basketball SA Community Court Hire Fund

The intent of the Community Court Hire Fund (The Fund) is to assist member clubs and partner organisations with the costs associated with court hire for certain events.

Criteria and eligibility:

- The applying club/organisation must be an affiliated member or hold a formal partnership agreement with Basketball SA.
- The event must have an aspect of community benefit eg. free to participants, address aspect of inclusion, wellbeing element
- The Community Court Hire Fund can only be redeemed at Basketball SA managed stadiums
- Each affiliated club is limited to 40 free hours per calendar year
- Each partner organisation is limited to 25 free hours per calendar year
- Free hours are calculated per court eg. the organisation will be deemed to have used 3 hours for the full use of a 3 court stadium for 1 hour
- The Fund can only be redeemed after hours or during off-peak times (eg. school holidays) provided the courts requested are available.
- The Fund is not available for regular club training or competition

For eligible clubs/organisations that meet the criteria but have exhausted (or choose not to use) the free hour allocation, Basketball SA and the organisation may negotiate an exchange of service arrangement. Such an arrangement will reflect an in-kind contribution by the organisation for the court hire. Negotiations will be premised on fairness and equity across the basketball community.

Free hours may be claimed by any affiliated club for use at a BSA stadium. Clubs whose home court however is not located at a BSA managed stadium will not be entitled to an exchange of service arrangement.

Applications to The Fund can be made via email to the Manager Stakeholder Relations. The request should include details of why the club/organisation believe their activity is eligible for The Fund. Basketball SA reserves the right to deny an application that is not deemed to sufficiently contribute to the community.