

2024 Organisation/Club Registration Form

Organisation / Club / Society/ Entity Name:		
UTAS Club <input type="checkbox"/>	TUSA Club/Society <input type="checkbox"/>	External Club <input type="checkbox"/>
Club Email address:		
Club Facebook Page		
Website Address		
Other Social Media account/s		
Postal Address:		
Billing Address:		
ABN number:		
Name of Public Liability Insurer: (excluding UTAS and TUSA Clubs)		
External Clubs Only - Copy of Public Liability Insurance attached:	YES <input type="checkbox"/>	NO <input type="checkbox"/> Why has it not been provided:
	<i>A copy of your current public liability insurance must be provided, please refer to the Booking Agreement</i>	

Club Requirements	Tick here
<p>Have you informed all club members, officials, visitors and any spectators of the current University of Tasmania COVID Guidelines and how to stay safe on Campus. https://www.utas.edu.au/about/safety-security-and-wellbeing/coronavirus</p>	
<ul style="list-style-type: none"> Do you have a register for all people involved with each activity? Do you have an equipment cleaning plan? E.g. Has all equipment been cleaned / disinfected before, during and after training (if relevant)? All hirers are responsible for ensuring any litter is disposed of appropriately and they are responsible for the clean-up of facilities. Have you reviewed equipment levels to ensure sufficient provision of equipment without sharing, (if relevant)? (e.g. bibs) We highly recommend that you attend approximately 15 minutes prior to the start of the activity and leave immediately after; Minimise use of change rooms, bathrooms and communal areas. Where required, there may be a restriction on the number of people using the facility (e.g. toilet) at any one time. Have you developed a process for how to and who is responsible for managing any potential or actual breaches of the requirements and the communication process? 	

Club Booking Officer:

(this person is your clubs nominated bookings officer who is responsible for all club bookings, amendments and cancellations)

Contact Name:	
Position within entity	
Contact Number:	
Email Address:	

Finance Officer/Treasurer:

(Invoices)

Contact Name:	
Contact Number:	
Email Address:	

Facility Hire Agreement

I have read and agree to comply with and be bound by the Booking Agreement and any UTAS Staff, UTAS Sports Staff, Unigym staff or UTAS Ground Staff direction in accordance with this contract. The hirer agrees to pay all applicable fees and charges.

Name of Hirer	
Phone Number	
Email Address	
User Signature:	Date:

Unigym Bookings Officer Contact Details

Unigym Hobart

Email Address: unigymhbt.bookings@utas.edu.au

Contact Number: 6226 1923

Unigym Launceston

Email Address: unigymltn.bookings@utas.edu.au

Contact Number: 6324 3092