

BHMG FACILITY BOOKING POLICY

Synthetic Turf in Brisbane is very limited and so it is incumbent on all users to ensure the turf is fully utilised and any booked time that is not needed is cancelled as soon as possible to allow others to use the facility. The facility is to be kept in a clean state, leaving no rubbish or equipment on the fields or surrounds. Five minutes before the end of training time, clubs should be collecting all equipment and preparing to leave the field immediately at the end of their training time. Users must leave the field and surrounds promptly to allow the next group onto the field at their designated start time. All bookings should be done via email using the website booking form.

Booking Priority Hierarchy:

1. BWA & BHA Fixtures
2. Summer Competitions (October to December)
3. Events by approval of the Board, by negotiation and in advance.
4. Regular BWA/BHA Club training and Rep Training and Development Programs
5. Regular School Fixtures and training
6. One-off or short program group bookings
7. Individual bookings

Booking Process and Cancellations

1. All Bookings should be made via the link on our website:
<https://www.brishockey.org.au/pages/field-hire-2/bnhc-schedule.php>
2. Our Facility Manager works Monday to Friday (except public holidays) generally from 7am to 4pm, so bookings received after 4pm on a work day may not be actioned until the next work day.
3. Bookings are only accepted, once actioned by the Facility Manager and you receive your Skedda confirmation.
4. It is the hirers responsibility to check their Skedda receipt for accuracy.
5. BP1 will only be used for bookings if a BHMG staff member is rostered on to provide water for the booking, minimum booking required for staff is two continuous hours of full field use.
6. Cancellations must be in writing and forwarded to bhmgfacility@brishockey.org.au, Should you need to urgently cancel a booking outside the Office Hours above please send a text to 0493 563 937.
7. Cancellations will be charged as follows:
 - At least 6 days notice given prior to booking date NO CHARGE
 - Unless the time slot can be re-booked:
 - At least 96 hours notice given prior to booking date 50 %
 - Less than 48 hours but more than 24 hours notice given prior to booking date 75%
 - Less than 24 hours notice given prior to booking date 90%.
8. Non attendance to a booked session will incur the full hire charge.

Allocations for BWA & BHA Fixtures

1. Associations (Assn) to provide an overview of their requirements in October each year, for the following year, which will be entered into the Booking Schedule.
2. Full fixture requirements are to be updated by the assns. no later than March of the current year.
3. If Assns. wish to cancel any bookings once placed in the Booking Schedule, it is their responsibility to cancel the booking as per the cancellation rules, or charges will apply.

Allocations for Summer Competitions (October to December) including Indoor

1. Organisers to provide an overview of their requirements in August each year, for an October start, which will be entered into the Booking Schedule.
2. Full competitions' requirements are to be updated by the Organisers no later than September.
3. Indoor – boards can only be used on BP2 and are to be on the field for the shortest time practicable i.e. preferably placed and removed on the day/evening of the competition.
4. If Organisers wish to cancel any bookings once placed in the Booking Schedule, it is their responsibility to cancel the booking as per the cancellation rules, or charges will apply.

Allocations of Events

1. Groups must apply to the Board of Management to conduct any events at the facility, these events may range from Club days to State Championships.
2. Please refer to our Fundraising and Events Policy for Club events at the facility.
3. For School, Assn or State Championships, a written request providing full details of the event must be sent to the Board of Management at least 6 months in advance to allow full consideration to be taken in determining if we allow an event at our venue. The impact on BWA & BHA fixtures and regularly booked training is a key consideration.

Club/Association/School training – allocation will be based on:

1. 1 team per quarter field where possible. The quarter will be across the field utilising nets on the sidelines, not the main fixture goal circles.
2. The same club/association/school sharing a half field (i.e. have a quarter each) will not be required to share a half field with another - club/association/school except by agreement.
3. Teams using only one facility for team training (i.e. cannot have training time at two different facilities for the same team).
4. Training will be rotated from BP1 to BP2 to allow an equitable share of the water and hybrid turfs where possible.
5. Early morning or early afternoon bookings may require the hirer to open and/or close the facility; details will be provided as required.

Regular BWAH/BHA Club Hirers

1. To complete a BNHC Hire application form in **October each year**, for the following year.
2. The application form will ask for the:
 - a. Club name, contact details of the Club person responsible for making and cancelling bookings, and the contact details for the Club person responsible for receipt and payment of invoices. **Only 1 form per club please.**
 - b. Number and level of Club Turf Teams who participated for the full season in the current year's competitions (not the teams you hope or expect to have the following year).
 - c. Preferred night and timeslots (noting timeslots will be rotated if more than one group wants the same timeslot)
 - d. The amount of turf required i.e. Half Field or Full Field and the number of teams that will be sharing the hired space.
 - e. Start date of club training in the following year.
3. Once forms are submitted by the requested date, they will be collated and a schedule for the following year determined and entered into the Booking Schedule.
4. Clubs will be sent their allocation, should any club decline an allocation it will be re-allocated based on this policy and club requests.
5. If clubs wish to cancel any bookings once placed in the Booking Schedule, it is their responsibility to cancel the booking as per the cancellation rules, or charges will apply.
6. Teams using a full field in the 9pm to 9.55pm time slot will receive a \$20 reduction in hire charge.

Regular BWAH/BHA Rep Training and Development programs

1. To complete a BNHC Hire application form in **October each year**, for the following year
2. The application form will ask for the:
 - a. Assn name, contact details of the Assn person responsible for making and cancelling bookings, and the contact details for the Assn person responsible for receipt and payment of invoices. **Only 1 form per association please.**
 - b. Number of Association Rep Teams for each block of training.
 - c. Preferred day and timeslots (noting prime night time training will not generally be available).
 - d. Half Field or Full Field and number of teams that will be sharing the hired space.
 - e. Start and finish date of Rep Team blocks.
3. Once forms are submitted by the requested date, they will be entered into the Booking Schedule.
4. Assn will be sent confirmation, and advised of any unavailable dates to organise alternatives.
5. If Assns. wish to cancel any bookings once placed in the Booking Schedule, it is their responsibility to cancel the booking as per the cancellation rules, or charges will apply.

Regular School Training and Fixtures

1. To complete an application form in **November each year**, for the following year
2. The application form will ask for the:
 - a. School name, contact details of the School person responsible for bookings, and the School person responsible for receipt and payment of invoices.
 - b. Preferred morning or early afternoon timeslots.
 - c. Half Field or Full Field and number of teams that will be sharing the hired space
 - d. Start date of school training in the following year.
3. Once forms are submitted by the requested date, they will be collated and a schedule for the following year determined and entered into the booking schedule.
4. Schools will be sent confirmation, and advised of any unavailable dates to organise alternatives.
5. If Schools wish to cancel any bookings once placed in the Booking Schedule, it is their responsibility to cancel the booking as per the cancellation rules, or charges will apply.

One-off or short program group bookings, including pre-season and club development programs

1. Any hirer can request one-off or short-term program bookings at any time of the year.
2. They should first check the Booking Schedule for available dates and times, then submit their request via the form provided.
3. These requests will be checked and then confirmed back to the group.
4. If groups wish to cancel any bookings once placed in the Booking Schedule, it is their responsibility to cancel the booking as per the cancellation rules, or charges will apply.

Individual bookings

1. Any hirer can request individual bookings at any time of the year.
2. They should first check the Booking Schedule for available dates and times, then submit their request via the form provided. This request **must** include the number of trainees in the group.
3. These requests will be checked and then confirmed back to the hirer.
4. We rely on individual hirers to advise the number of trainees in attendance, anyone found not providing the correct information or following this policy will not be allowed future use.
5. BP1 will only be used for individual bookings if a BHMGM staff member is rostered on to provide water for the booking, otherwise BP2 will be used
6. Individual bookings will only be taken for daylight hours as the fee does not include the cost of floodlights.
7. Individual hirers may be required to share a field down to a quarter field. The quarter will be across the field utilising nets on the sidelines, not the main fixture goal circles.

All users should read and understand the BNHC, Burringbar Park User Manual available on the BHMGM Website.