

TRACK HIRE POLICY

Policy Title	IPSWICH KART CLUB – TRACK HIRE POLICY
Policy Statement	This policy outlines the minimum principles / requirements for the hire of Ipswich Kart Club’s track / facilities and is to be applied in conjunction with Use of Facility and Hire Agreement forms.
Principles	<ul style="list-style-type: none"> • Request to hire track / facility to be forwarded to the Club Secretary in writing who will send out Use of Facility and Hire Agreement forms. • Completed Use of Facility and Hire Agreement forms to be forwarded to the Club Secretary a minimum of 1 month prior to the event. • A waiver form will also be sent and must be completed prior to receiving approval of track hire. • A current copy of public liability insurance / policy to be forwarded to the Club Secretary and must include the interests of: <ul style="list-style-type: none"> ▪ Australian Karting Association (AKA; ▪ Australian Karting Association Queensland (AKA Q); and ▪ Ipswich Kart Club Incorporated (IKC). • Written confirmation from hirer is to be provided to the Club ensuring that the track layout and safety mechanisms in place are sufficient for the purpose of the track use. • A credit card number is required to secure your date(s) along with a 50% holding deposit. • Final payment is required 7 days prior to the booked event. If payment is not received, the event will not proceed. • If in the event the track hire is cancelled and ONLY if notification is greater than 7 days out from event, a cancellation fee of 30% will applied. If event is cancelled less than 7 days, holding deposit will be forfeited. • Acceptance of track hire request will be provided in writing by the Club Secretary upon gaining approval from the IKC Management Committee. • Track hire fee is subject to the following factors: <ul style="list-style-type: none"> ▪ What type of event it being held; ▪ Number of people; ▪ Day / timeframe event is being held; ▪ Club resources required; and ▪ Effect event may have on the track.
Scope and Application	This policy applies to anyone wishing to hire the Club’s track / facilities.
Effective Date	April 2012

Compliance	Non-compliance with this policy will result in event being cancelled and all monies received retained by the Ipswich Kart Club.
Review Cycle and Responsibilities	The Committee will review this policy every 12 months.
Further Information	Contact Club Secretary Andrea McKay on 0403 935 062.