

Address:	3 Aquatic Close, Salamander Bay NSW 2317
Website:	tomareecac.com.au
Email:	tomareecac@belgravialeisure.com.au
Phone:	02 4981 2848

### USER GROUP DETAILS

User Group Name:			
Contact Name:			
Postal Address:			
Phone:		Mob:	
Email:			

### BOOKING DETAILS (Please circle relevant)

Date/s:							
Day:	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Time:							
No. of participants:	Children:		Teachers:		Instructors:		
	Adults:		Supervisors:		Other:		
Outline activities to be undertaken:	Swimming Lessons	School Sport	Waterpolo	Lifesaving	Unstructured Swimming	Function	
	Carnival	Fitness Class	Club/Group Training	Program Pool	Volleyball	Other	
Special Requirements:	Shallow End for LTS	Require Lane with Pool Edge	Program Pool Only	Non Sectioned Area	Swimmers with disabilities	Greenspace	
Other (please specify): (/BBQ)							

**INSURANCE** *Belgravia Leisure requires evidence of your current Public Liability Policy,*

Public Liability Insurer:		Expiry Date:	
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### CHECKLIST & DECLARATION

Please tick. Any required documentation not provided will delay the processing of your application.

<input type="checkbox"/>	I have attached a copy of my public liability policy.		
<input type="checkbox"/>	I have attached any relative copies of qualifications.		
<input type="checkbox"/>	I confirm the details I have given are correct.		
<input type="checkbox"/>	I acknowledge that I have read and accepted the 'User Agreement' attached.		
Signature:		Date:	

### OFFICE USE ONLY

Fee Payable:		Invoice no.	
Date Paid:		Receipt no.	
Booking Entered		Confirmation Sent:	

## USER AGREEMENT & CONDITIONS OF HIRE

1. It is the hirer/users responsibility to ensure they have written confirmation and that the details are correct.
2. Any cancellations must be put in writing to the Pool Manager 24 hours prior to the booking or full fees will be charged.
3. Due to unforeseen circumstances i.e. thunderstorms if a booking has to be cancelled an alternative date can be offered.
4. Belgravia Leisure & Port Stephens council requires sporting clubs, schools and other organised groups to provide appropriate public liability insurance indemnifying PSC & Belgravia Leisure against any claims against the facility.
5. Documental evidence of appropriate public liability insurance indemnifying PSC & Belgravia Leisure against any claims against the facility.
6. Provider Hirers such as Physiotherapist, Personal Trainers & Rehabilitation Therapists need to provide Belgravia Leisure with appropriate public liability insurance.
7. Hirer/Users are responsible for the insurance of their own equipment or supplies.
8. Hirer/Users must show respect and common courtesy for other user groups within the centre or persons on the premises.
9. Hirer/Users must be aware of and enforce the centres Condition of Entry to the facility they are hiring.
10. Hirer/Users are responsible for the behaviour of all persons attending their function or activity.
11. Pool Manager or Lifeguard will liaise with hirer/user representative and advise of allocated area.
12. Hirer/user representative must ensure all reasonable direction given by BL pool staff is obeyed.
13. Staff may refuse entry to any person/s if they believe they are under the influence of alcohol and/or drugs and/or drugs.
14. Smoking is not permitted in the facility.
15. Alcohol is not permitted in the facility.
16. Glass is not permitted in the facility.
17. Animals (with the exception of registered guide dogs) are not permitted to enter the facility.
18. If hirer/user is not complying with conditions, BL Pool Manager may direct them to leave; if they become violent the Pool Manager will contact the Police.
19. The hirer/user will be liable for any costs due to any damage incurred to the pool facilities.
20. At the end of the function/session the hirer/user shall ensure all group members leave the facility and leave the premises.
21. All activities must finish on time. Hirer/users must allow set up and pack up of equipment to be incorporated into the booking period.
22. Hirer/users must ensure their members/ participants pay before entering or if a season ticket holder sign in before entering.
23. Hirer/user must sign the attendance register prior to and at the end of each session – located at the entrance to the pool.
24. All groups must be aware of PSC & BL emergency evacuation and risk management plans.
25. All school groups attending the facility for unstructured fun days/sports days are required to identify non-swimmers.
26. School teachers are responsible for the supervision and conduct of the students during the school booking.
27. Spectator fees apply to all bookings. Exclusions apply to carers (maximum of 2) for learn to swim participants.
28. Swim Clubs – Each participant must sign the register and enter via the front entrance, a nominated swimmer must accompany them.
29. Any incident/s requiring first aid must be reported to the BL pool staff immediately..
30. BL must approve all promotional and fundraising activities / sales relating to the hire.
31. BL must approve the sale of food prior to hire booking.

I \_\_\_\_\_ hereby acknowledge and agree to abide by the above conditions;



be charged.

can be arranged with Pool Manager

obtain public liability insurance.

to all claims arising from the booking and subsequent use of the

Gravia Leisure with a copy of their relevant qualifications and

premises.

5. Staff may direct any person/s to leave the facility if they believe they are under the influence of alcohol

to be the area in a clean and tidy condition.

to be added into their booking

to be 1 before entering.

to be in place.

to be non-swimmers and swimmers prior to entering the pool and provide appropriate supervision of non swimmers.

to be 10gs.

to be 10nts. Upon completion of the lesson participants and their carers must pay entry fees to stay / swim at the

to be 10 club member will ensure all participants sign out and upon leaving the facility. No entry is permitted via the back