

# Tomaree Aquatic Centre

## Booking Form



### Booking Details -

|                                                |
|------------------------------------------------|
| ORGANISATION / USER GROUP :                    |
| CONTACT PERSON:                                |
| ADDRESS:                                       |
| PHONE:                                         |
| EMAIL:                                         |
| CONTACT PERSON ON DAY (If different to above): |
| ORGANISATION ABN:                              |
| INVOICE DETAILS (If different from above):     |

| Date | StartTime | FinishTime |
|------|-----------|------------|
|      |           |            |

|             |        |  |          |  |           |  |          |  |
|-------------|--------|--|----------|--|-----------|--|----------|--|
| Please Tick | Monday |  | Tuesday  |  | Wednesday |  | Thursday |  |
|             | Friday |  | Saturday |  | Sunday    |  |          |  |

|             |                   |  |              |  |            |  |           |  |
|-------------|-------------------|--|--------------|--|------------|--|-----------|--|
| Please Tick | Swimming Carnival |  | Program Pool |  | Lane hire  |  | Edge Lane |  |
|             | School Lessons    |  | Waterslide   |  | Volleyball |  | Other:    |  |

|                        |  |                       |  |
|------------------------|--|-----------------------|--|
| Number of participants |  | Number of supervisors |  |
|------------------------|--|-----------------------|--|

|                                                                                                           |  |
|-----------------------------------------------------------------------------------------------------------|--|
| <b>SPECIAL REQUIRMENTS -</b><br>(Greenspace / Unstructured Swimming / Shallow End / Lanes Required / ETC) |  |
|-----------------------------------------------------------------------------------------------------------|--|

|                                                                               |
|-------------------------------------------------------------------------------|
| <b>ADDITIONAL INFORMATION/ REQUESTS -</b><br>(Allergies / Disabilities / Etc) |
|-------------------------------------------------------------------------------|

|                    |                |              |
|--------------------|----------------|--------------|
| <b>HIRER NAME:</b> | <b>SIGNED:</b> | <b>DATE:</b> |
|--------------------|----------------|--------------|

Please e-mail completed Booking Form / Insurances / Qualifications to -

Tomareeac@belgravialeisure.com.au



## USER AGREEMENT & CONDITIONS OF HIRE

- It is the hirer/user's responsibility to ensure they have written confirmation and that the details are correct.
- Any cancellations must be put in writing to the Pool Manager 24 hours prior to the booking or full fees will apply
- Due to unforeseen circumstances i.e. thunderstorms if a booking must be cancelled an alternative date can be provided
- Belgravia Leisure & Port Stephens council requires sporting clubs, schools and other organised groups to provide liability insurance
- Documental evidence of appropriate public liability insurance indemnifying PSC & Belgravia Leisure
- Provider Hirers such as Physiotherapist, Personal Trainers & Rehabilitation Therapists need to provide Belgravia Leisure with appropriate insurances
- Hirer/Users are responsible for the insurance of their own equipment or supplies.
- Hirer/Users must show respect and common courtesy for other user groups within the centre or persons
- Hirer/Users must be aware of and enforce the centres Condition of Entry to the facility they are hiring.
- Hirer/Users are responsible for the behaviour of all persons attending their function or activity.
- Pool Manager or Lifeguard will liaise with hirer/user representative and advise of allocated area.
- Hirer/user representative must ensure all reasonable direction given by BL pool staff is obeyed.
- Staff may refuse entry to any person/s if they believe they are under the influence of alcohol and/or drugs.
- Smoking is not permitted in the facility.
- Alcohol is not permitted in the facility.
- Glass is not permitted in the facility.
- Animals (except for registered guide dogs) are not permitted to enter the facility
- 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.
- The hirer/user will be liable for any costs due to any damage incurred to the pool facilities.
- At the end of the function/session the hirer/user shall ensure all group members leave the facility as found, including tidying or removal of any outside items brought in.
- All activities must finish on time. Hirer/users must allow set up and pack up of equipment to be incorporated into the allocated booking time.
- Hirer/users must ensure their members/ participants pay before entering.
- Hirer/user must sign the attendance register prior to and at the end of each session – located at the entrance.
- All groups must be aware of PSC & BL emergency evacuation and risk management plans.
- All school groups attending the facility for unstructured fun days/sports days are required to identify non swimmers prior to the day.
- School teachers are responsible for the supervision and conduct of the students during the school booking
- Spectator fees apply to all bookings. Exclusions apply to carers (maximum of 2) for learn to swim participants
- Any incident's requiring first aid must be reported to the BL pool staff immediately.
- BL must approve all promotional and fundraising activities / sales relating to the hire.
- BL must approve the sale of food prior to hire booking.

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