

Campaspe Aquatics & Leisure Service Booking Agreement 2021/22

Details:		
Organisation:		
Address:		
Suburb:	Postcode:	
Phone:		
Email:		
Responsible Person(s):		
Booking Type:		
EWMAC Pool <input type="checkbox"/>	Swim Carnival <input type="checkbox"/>	Group Fitness Class <input type="checkbox"/>
Tongala <input type="checkbox"/>	Stanhope <input type="checkbox"/>	Rushworth <input type="checkbox"/>
Colbinabbin <input type="checkbox"/>	Kyabram <input type="checkbox"/>	Lockington <input type="checkbox"/>
Rochester <input type="checkbox"/>	School Learn to Swim <input type="checkbox"/>	Lane Hire <input type="checkbox"/>

Booking Details					
Day	Date	Program	Time In	Time Out	No of Participants

Cost of Booking			
Lane Hire (per lane per hour)	\$39.00	Group Fitness Class	\$130.00
Casual Entry (with lane hire)	\$3.80	School LTS 30mins per child	\$5.80
Full Day Pool Hire - Carnival	\$820.00	School LTS 60mins per child	\$11.60
Half Day Hire - Carnival	\$600.00	Outdoor Pool Outside hours – per hour	\$171.00
Outdoor Pool - Carnival	\$690.00	Additional staff member per hour	\$56.50
EWMAC Casual Student Pass	\$5.10	Outdoor Pool Casual Student Pass	\$4.40

Once you have read the below terms and conditions; please tick the appropriate boxes for the additional information provided.

The signing of the booking conditions on behalf of the school/group by its representative is an acceptance of all of the costs and charges associated with that booking.

Insurance

Does your organisation have Public Liability Insurance of \$10 Million or more? If yes, please provide a copy of your public liability certificate of currency.

Yes No

First Aid Details

Campaspe Aquatics & Leisure Centre will provide all first aid and emergency care to any participants in the event of an incident which may occur during the booking time. Will you provide any additional first aid?

Yes No

Medical Conditions

If there are any medical conditions that may impact on a person's participation in the booked activity, please give details to assist Campaspe Aquatics & Leisure staff to provide emergency care.

Payment Method

Invoice (PO number if required: _____)

School Swimming Program Use Only

Confirmation of class numbers and class lists

Would you like us to provide Swim and Survive Certificates (\$1 per participant)

Yes No

Conditions for Hire Agreement

Groups will be required to record the number of participants per session. Groups will be invoiced on a monthly basis according to the numbers received. School Groups will be invoiced based on school lists.

School Bookings: Please provide participant's numbers to the Learn to Swim Team Leader, two weeks prior to your booking, including names, times of bookings, to ensure class list are fully prepared and organised for your sessions. The signing of the booking conditions on behalf of the school/group by its representative is an acceptance of all the costs and charges associated with that booking.

Bookings: Must be received two weeks prior to the proposed booking date, no booking will be accepted after this time unless agreed to by management. Booking will be confirmed when;

The booking details have been discussed & agreed to by the booking co-ordinator.

Booking conditions have been signed by the person making the booking and this form has been returned to the centre prior to the date of the booking.

Public Liability Insurance: The Hirer shall at all times during the Booking Period, be the holder of a current public liability policy of insurance in the joint names of the Hirer and Campaspe Aquatics & Leisure Centre, which provides coverage for an amount at least \$10 million per single event ("Public Liability

Policy"). The public liability policy shall cover such risks and be subject only to such conditions and exclusions as are approved by Campaspe Aquatics & Leisure Centre. A copy of the policy and certificate of currency must be provided to Campaspe Aquatics & Leisure Centre prior to the commencement of the Booking Period. Failure to do so will result in the immediate cancellation of the booking. If you are unable to provide a copy of the required insurance, please arrange for a written letter advising of what insurance company you are covered by and the level of cover. This letter must be addressed to the booking coordinator. The Hirer agrees to indemnify and to keep indemnified, and to hold harmless Campaspe Aquatics & Leisure Centre, its employees and agents, and each of them, from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with the Hirer's use of the Booked Area or any other activities of the Hirer at Campaspe Aquatics & Leisure Centre. The Hirer indemnity shall be reduced proportionally to the extent that any act or omission of Campaspe Aquatics & Leisure Centre, its employees, or agents, contributed to the loss or liability.

First Aid: Campaspe Aquatics & Leisure Centre will provide all first aid and emergency care to any participants in the event of an incident which may occur during the time of your booking. The Campaspe Shire staff member administering first aid will complete an incident report to be kept on file and will give the representative an Incident Report form if the person is under 16 years of age. If you would like to also provide your own first aid, please let us know. You can also file an incident report yourself on the Campaspe aquatics website.

Medical Conditions: If there are any medical conditions that may impact on a person's participation in the booked activity please provide details alongside this form to assist Campaspe Aquatics & Leisure Centre staff to provide emergency care. If you do not wish to place the details on this form, please call the Booking Coordinator and let them know verbally prior to your booking.

Supervision: The Hirer is responsible, during the booking period, for the supervision and control of all persons who enter the Centre for any purpose relating to the booking. Campaspe Aquatics & Leisure Centre Staff provide supervision for all patrons in the facility not only the participants in bookings. Hirer representatives need to be seated around the areas in which participants are and must always be visible to all participants. Campaspe Aquatics & Leisure Centre follows the 'Watch Around Water' policy and this must always be adhered to. Children under the age of 10 must always be accompanied into the centre by a responsible guardian, constantly and actively supervised and guardians must position themselves to have a clear view of the child with no physical or structural barriers between them. Children under 5 years must stay within arm's reach during recreational play activities.

Conditions of Entry: All participants must always abide by the Campaspe Aquatics & Leisure Centre conditions of entry whilst in the centre.

Cleaning: The Hirer must ensure the general cleanliness of the booked area is maintained during the booking period.

Damages: The Hirer must, on demand, of any costs incurred by the Hire to repair any damage to the Centre (including any loss or damage of equipment) arising out of or incidental to the Hire.

Emergency Action Plan: In the event of an evacuation; Campaspe Aquatics & Leisure Centre staff are trained to follow an Emergency Evacuation Plan. During this time the lifeguards will use whistles to gain

the attention of patrons. Groups should stay together and follow any direction given by Campaspe Aquatics & Leisure Centre lifeguards to assemble at Emergency Assembly Points.

Cancellation: The Hirer may cancel a booking by giving written or direct verbal notice to the Booking Coordinator at least 24 hours before the commencement of the Booking Period. Failure to give 24 hours' notice will result in the hirer being invoiced for the cost of the booking. The Booking Coordinator may, if the Centre or any part thereof is unfit for use, cancel a booking. Neither the Centre nor the Booking Coordinator will be liable in respect of any costs, loss or damage sustained as a result of the cancellation of the Booking, but the Centre will refund any fee paid for the booking (provided that the Centre or part thereof is not unfit for use due to any act or omission of the Hirer).

Costing: The cost for the booking can be paid either at the time of the booking or a tax invoice can be raised and sent to the hirer after the booking has taken place. Please advise us of your preferred billing method on the attached form. The final cost of your booking will be provided in a confirmation letter. Upon arrival at the centre, you must sign in at the customer service desk. Costing shall be obtained from the class list provided to the Booking Coordinator.

Use of Facility: The facility is not to be used for private tuition, coaching or lessons, all activities must be approved by Campaspe Aquatic & Leisure Centre. Campaspe Aquatic & Leisure Centre shall provide qualified Instructors who hold Aust swim or ASCTA qualified for bookings.

I the undersigned understand the conditions of usage at the Campaspe Aquatic & Leisure Services. I take full responsibility for notifying the school/group of the above conditions. I understand that the Campaspe Aquatic & Leisure Services, its officers, staff, and agents will not be held responsible for any occurrence which results in injury to person or property. I, on behalf of the group take full responsibility for any compensation which may be related to the activity I am conducting.

Acceptance of Terms and Conditions the Hirers Acceptance of Conditions must be returned to the Booking Coordinator in order to process your booking request. Please keep a copy of these terms and conditions for your records. Campaspe Aquatics & Leisure Centre will provide confirmation of your booking upon receipt of all information being returned.

The information contained in this document is collected to provide contact information for individuals wishing to utilise Campaspe Aquatic & Leisure Services and for other municipal purposes as specified in the Local Government Act 1989. This information may be disclosed to other areas of Campaspe Aquatic & Leisure Services/Council/medical practitioners or third parties if necessary regarding an issue with bookings, membership, and use of the facilities or emergency in accordance with the Information Privacy Act 2014 or other legislation.

I have read and understood the Hire Agreement conditions stated and agree to abide by them.

Users Signature: _____ Date: _____

Staff Member's Signature: _____