

Campaspe Aquatics & Leisure Service Booking Request 2025/26

Details:					
Organisation:					
Address:					
Suburb:			Postcode:		
Phone:					
Email:					
Responsible Person(s):					
Pool:					
Colbinabbin <input type="checkbox"/>		Echuca <input type="checkbox"/>		Lockington <input type="checkbox"/>	
Kyabram <input type="checkbox"/>		Rochester <input type="checkbox"/>		Rushworth <input type="checkbox"/>	
Stanhope <input type="checkbox"/>		Tongala <input type="checkbox"/>			
Booking Type:					
Carnival Half Day <input type="checkbox"/>		Carnival Full Day <input type="checkbox"/>		Group Fitness Class <input type="checkbox"/>	
Inflatable* <input type="checkbox"/>		Lane Hire <input type="checkbox"/>		Learn to Swim (30, 45 or 60 min) <input type="checkbox"/>	
Booking Request Details:					
Date From	Date To	Program	Time In	Time Out	No of Participants
Cost of Booking					
Lane Hire (per lane per hour)	\$43.00	Group Fitness Class (max 25 pax)	\$145.00		
Casual Entry (with lane hire)	\$4.20	Learn to Swim 30 min lesson	\$8.30		
Carnival Half Day (under 4 hours)**	\$580.00	Learn to Swim 45 min lesson	\$12.50		
Carnival Full Day (4 to 6 hours)**	\$930.00	Learn to Swim 60 min lesson	\$16.50		
Outside Operational Hours (per hour)	\$185.00	Additional staff member per hour*	\$62.50		
<p><i>Learn to swim lessons are charged per student per lesson</i></p> <p><i>*Inflatable fees include 2 staff members with an additional 1-hour total for setup and pack down. Entry fee is based on attendance signed at reception</i></p> <p><i>** Carnival is inclusive of 3 lifeguards & entry fees</i></p>					

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

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 team will provide all first aid and emergency care to any participants in the event of an incident which may occur during the booking time. User groups to provide ongoing medical support, example: Ventolin, EpiPen, other prescribed medications.

The Campaspe Council officer administrating first aid will complete an incident report to be kept on file and will require a representative's assistance for participant information to complete the form. User groups are able to file their own incident report using 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 give details to assist Campaspe Aquatics & Leisure officer to provide emergency care.

Payment Method

☐ Monthly Invoice (PO number if required: _____)

School Learn to Swim Program Use Only

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. User Groups will be invoiced monthly according to the numbers received. School Groups will be invoiced based on school lists.

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. Learn to Swim booking requests must be received four weeks prior to proposed booking date. For outdoor pool bookings, it is recommended that the request is sent prior to commencement of outdoor pool season.

All booking requests will be acknowledged and responded to within 7 days of request.

Booking will be confirmed when;

The booking details have been discussed & agreed to by the customer service supervisor.

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 Shire Council,

<p>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 Shire Council. A copy of the policy and certificate of currency must be provided to Campaspe Shire Council 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 customer service supervisor. The Hirer agrees to indemnify and to keep indemnified, and to hold harmless Campaspe Shire Council, 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 Shire Council. The Hirer indemnity shall be reduced proportionally to the extent that any act or omission of Campaspe Shire Council, its employees, or agents, contributed to the loss or liability.</p>
<p>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. Aquatics Officers 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 Shire Council 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.</p>
<p>Conditions of Entry: All participants must always abide by the Echuca War Memorial Aquatic Centre's conditions of entry whilst in the centre.</p>
<p>Cleaning: The Hirer must ensure the general cleanliness of the booked area is maintained during the booking period.</p>
<p>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.</p>
<p>Emergency Action Plan: In the event of an evacuation; EWMAC officers 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 instructions from Aquatic Officers to assemble at Emergency Assembly Points.</p>
<p>Cancellation: The Hirer may cancel a booking by giving written or direct verbal notice to the Customer Service Supervisor 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 Customer Service Supervisor may, if the centre or any part thereof is unfit for use, cancel a booking. Neither the Centre nor the Customer Service Supervisor 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).</p>
<p>Costing: The cost for the booking will be sent via a tax invoice to the hirer after the booking has taken place. The final cost of your booking will be provided in the booking confirmation. Upon arrival at the</p>

centre, you must sign in at the customer service desk. Learn to Swim costing shall be obtained from the class list provided to the Customer Service Supervisor.

All invoices to be paid within 90 days of notification.

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

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

Users Signature: _____ Date: _____

Customer Service Supervisor Signature: _____