



# POOL PARTY BOOKING FORM & PRICES

FACILITY LOCATION

**RESPONSIBLE PERSON**

Surname:	Given Name/s:
Address:	
Suburb:	Postcode:
Email:	Phone:

**CHILD'S BIRTHDAY PARTY**

Party Date: / / 20	Party Child's Name:	Age:
Party Time (please tick):	<input type="checkbox"/> 10-12pm	<input type="checkbox"/> 12-2pm
Parent / Guardian Name:		Parent / Guardian Phone:
# of Child Guests:	Child Guest Age Range:	
Number of Adult Guests/ Supervisors:		

**ORGANISATION PARTY**

Party Date: / / 20	Organisation Name:
Party Time (please tick):	<input type="checkbox"/> 10-12pm
# of Guests 17yrs & Under:	Age Range:
# of Guests Over 18yrs & Over:	Reason for Party:

**OTHER REQUESTS**

Entries / Food / Catering (disposable plates/bowls and serviettes supplied by pool)	Cost	# Requested	Total Cost
Swimming Children 3-17yrs OR Concession (reduced rate)	\$4.00		
Swimming Adults 18yrs+ (reduced rate)	\$5.00		
Hot Chips Box with sauce - 3 serves per box	\$9.00		
6 Party Pies with sauce	\$9.00		
6 Party Sausage Rolls with sauce	\$9.00		
6 Chicken Nuggets	\$4.50		
\$1 Mixed Lolly Bag	\$1.00		
Can of Soft Drink	\$2.50		
Bottle of Water	\$1.50		
45-60gram Bag of Potato Chips, CC's or Twisties	\$2.00		
Peters Ice Cream Cake (1.5litres) – Minimum 1 week notice required	\$22.50		
Reserved Picnic Table	Free	1	\$0.00
Other: Please Specify			

**Pool Space / Pool Inflatable**

2hrs - Minimum Hire (50mins/ 20min break/ 50mins)	\$240		
Each additional 30mins after minimum hire	\$50		
Private Lane - per 30mins	\$22.50		

TOTAL

**CLIENT CONFIRMATION**

I, \_\_\_\_\_ (print name) confirm the information stated above is correct and I have read and understood the Terms and Conditions overleaf.

Signed: \_\_\_\_\_ Date: / / 20

**STAFF / OFFICE USE ONLY**

Receiving Staff Member: \_\_\_\_\_

Estimated Total Cost of Party: \$ \_\_\_\_\_ Client Initials: \_\_\_\_\_ Date: / / 20

Deposit Amount Paid: \$ \_\_\_\_\_ Entered into Links: Date: / / 20 (receipt stapled to this form)

Entered into Facility Event Calendar, by Staff Member: \_\_\_\_\_ Date: / / 20

**Comments / Notes**

## POOL PARTY: TERMS AND CONDITIONS

### ABOUT US

The **Community Aquatics (CA) Mission Statement** is "To provide all Community Members with a clean and safe recreation facility, that offers interesting, motivating and effective programs". The CA website has a range of specific customer policies and program information - [www.communityaquatics.com.au](http://www.communityaquatics.com.au). Feedback is appreciated and can be sent via this website or submitted at any facility.

### DEFINITIONS

- Party Organiser: The Person Responsible for making the Party Booking
- Party Host: The Aquatic Facility and its Staff (the pool location)

### INDEMNITY STATEMENT

The Party Organiser will and hereby indemnify and hold Community Aquatics from and against all actions, claims, demands or proceedings which may be instituted against Community Aquatics or its officers, staff and contractors in respect of or arising from any accident, loss, damages or injury to persons or property by reason of any act or omission by the Party Organiser in connection with the equipment hired or activities conducted.

Party date and time is subject to availability and will be confirmed at time of booking and deposit.

### PARTY SPECIFIC TERMS & CONDITIONS

#### Bookings Confirmation & Payment

- A minimum of 10 paying entry guests applies to each party. If final guest numbers fall below 10, final payment will be calculated based on the minimum booking requirement.
- Parties must be booked, and deposit paid no less than 14 days in advanced of the requested party date.
- The deposit is equivalent to a 50% estimate of the Party Cost. The deposit confirms the Party Booking.
- Timeslots are allocated on a 'first in & pay -first serve' basis. A party is not confirmed until a deposit has been made.
- Additional guests can be paid for on the day.
- 4 days' notice is required for alterations to inflatable bookings.
- 2 days notice is required for alterations to catering
- Cancellations made with more than 4 days' notice, will receive a full deposit refund.
- Cancellations made with 3 days' notice or less will forfeit their deposit in full (no refund).
- Full payment must be made on the day of the party, prior to its commencement. Payment must be made via cash or credit card.

#### 2. Water Based activities

- Pool rules are to be observed at all times for safety of all guests. If children do not obey the pool rules they may be asked to sit out.
- Party Organisers must notify the Party Host as soon as possible if any guests are not confident swimmers or have medical conditions that may affect them whilst swimming.
- Children under 5 years are not permitted in water activity unless accompanied by an adult 16 years or older, and that is in the water and within arm's reach at all times.

#### 3. Designated Party Area and Supervision

- The Party Organiser must remain onsite for the duration of the party.
- Parties will not be permitted where the number of parent/guardian's supervising a group of children under five exceeds the ratio of 1:4
- Parties will not be admitted where the number of parent/guardian's supervising a group of children under ten exceeds the ratio of 1:10
- Party Guests are welcome to stay after any party but must be supervised in-line with facility Conditions of Entry requirements.

#### 4. Food Information

- Catering will be based on the final number of booked party guests. Catering will not cover any spectating adults or children not participating in the party as a guest.
- Due to our set menu we are unable to provide for dietary requirements and suggest that the Party Organiser bring own food for these children if necessary. Nut and gluten allergies are of a particular concern as some of our catering products may be processed on equipment that contains nuts.
- We can provide food packaging to check ingredients as necessary.
- The kiosk will also be open and available for purchases.
- A small amount of fridge space 'may be' available for additional food items provided by Party Organiser. The Party Organiser must prearrange any fridge use no less than 48hrs before the party.

**RELEVANT FACILITY POLICIES: TERMS AND CONDITIONS:** more available from [www.communityaquatics.com.au](http://www.communityaquatics.com.au)

#### Swim Ready Policy

As per our swim ready Initiative all students must:

- Wear their coloured wristband received on entry
- Visit the toilet or be wearing an aqua nappy (infants & toddlers)
- Shower before entering the pool
- If you or your child has had diarrhoea or vomiting in the past 2 weeks, please do not swim.

#### Pool Supervision Rules

- Children 0-5 years & non swimmers; parents must be within arm's reach at all times.
- Children 6-10 years & weak swimmers; parents must maintain visual contact at all times.
- Children 11-15 years; must be check on by a parent/guardian regularly.

#### Photo Policy

To respect the privacy of all visitors any video, camera or recording equipment is not to be used at any CA site to record anyone other than the immediate friends or family of the person recording. Additionally:

- Cameras or other recording equipment are not to be used in the change rooms or underwater at any time.
  - It is an offence to record video or pictures of the general public without their prior consent.
  - It is an offence to post photos on social media that have general public in them who are not known to you, without their prior consent.
- If staff have concerns that your photography could be in breach of the above conditions, they may ask you to stop taking any photos for the remainder of your visit.