



# GENERAL FACILITY BOOKING FORM



## USER GROUP / PERSON RESPONSIBLE FOR BOOKING

User Group Name:							
Surname:			Given Name/s:				
Address:					Suburb:		
Email:					Postcode:		
Phone: Mobile			Office				

## BOOKING DETAILS

Venue Name:			Date/s:				
Day:	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Time:							
Payment Method		At Entry (cash / CC)			Via Invoice		
Number of Participants	Children:		Supervisors:		Instructors:		
	Adults:		Volunteers:		Other:		
Outline Activities to be Undertaken	Learn to Swim		Swim Coaching		Triathlon		Lifesaving
	Recreational Swimming			Club / Group Training		Scuba	
	Inflatable		Other				
Special Requirements:	Shallow End		Deep End		Side Lane/s		Lane Ropes
	Kiosk services		Table/Chairs		Lifeguards		Instructors
	Other (please specify):						

## INSURANCE

Community Aquatics requires evidence of your current Public Liability Policy, with a cover of at least \$20 million.

Public Liability Insurance:		Expiry Date:	
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## QUALIFICATIONS – If required

Community Aquatics requires evidence of your current relevant Qualifications to conduct this activity. Attach copies.

Qualification		Expiry Date:	
Qualification		Expiry Date:	
Qualification		Expiry Date:	

## 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 copies of my qualifications.		
<input type="checkbox"/>	I confirm the details I have given are correct.		
<input type="checkbox"/>	In signing this form, I acknowledge that I have read and accepted the 'User Agreement' attached.		
Signature:		Date:	

## OFFICE USE ONLY

<b>Cost Summary:</b>		<b>Hirer Initials:</b>
<b>Actioned BY:</b>		
Name: _____	Signed: _____	Dated:  __ / __ / __
Entered into Facility Staff Calendar: Date:  __ / __ / __		
Scanned and sent to: accounts@communityaquatics.com.au for invoicing: Date:  __ / __ / __		
<b>SPECIAL NOTE: This Booking Form &amp; the Invoice Request Form; are to be submitted via Xero for final invoice to client.</b>		

**USER AGREEMENT**

**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”*. In practical terms, when asked *“What do we do?”*. CA answers with, *“We develop and manage best practice recreation facilities, that offer innovative programs, that make positive impacts on people’s lives”*

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.

**INDEMNITY STATEMENT: The hirer/user 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 hirer in connection with the equipment hired or activities conducted.**

1. It is the hirer/users responsibility to ensure they have written confirmation and that the details are correct.
2. Bookings will be confirmed once full payment is received in writing within 7 days, if confirmation hasn't been received it is the Hirer/Users responsibility to contact the Facility Manager to confirm booking request. Management reserves to request a booking deposit equivalent to 100% of the estimate booking cost.
3. Any cancellations must be put in writing to the Facility Manager 24 hours prior to the booking or full fees will be charged.
4. Due to unforeseen circumstances i.e. thunderstorms if a booking has to be cancelled an alternative date can be arranged with the Facility Manager.
5. CA requires sporting clubs, schools, professionals, and other organised groups to obtain public liability insurance. Documental evidence of appropriate public liability insurance to the value of \$20 million is required.
6. Provider Hirers such as Physiotherapist, Personal Trainers & Rehabilitation Therapists need to provide CA with a copy of their relevant qualifications and insurances.
7. Hirer/Users are responsible for the insurance of their own equipment or supplies. CA will not allocate storage space for equipment.
8. Hirer/Users must show respect and common courtesy for other user groups within the facility or persons on premises.
9. Hirer/Users must be aware of and enforce the 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. The Facility Manager will liaise with hirer/user representative and advise of allocated area.
12. Hirer/user representative must ensure all reasonable direction given by CA 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. Staff may direct any person/s to leave the facility if they believe they are under the influence of alcohol 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, the Facility Manager may direct them to leave; if they become violent Facility Staff may contact the Police.
19. The hirer/user will be liable for any costs due to any damage incurred to the facilities, that results from their hire.
20. At the end of the function/session the hirer/user shall ensure all group members leave the facility and leave the area in a clean and tidy condition.
21. All activities must finish on time. Hirer/users must allow set up and pack up of equipment to be incorporated into their 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/users must sign the attendance register prior to and at the end of each session – located at the entrance if applicable.
24. Hirer/users must be aware of the facility emergency evacuation and risk management plans.
25. Hirer/users are responsible for the supervision and conduct of the children during the bookings and all activities.
26. Swim Clubs - Each participant must sign-in or pay before entry and enter via the front entrance, a nominated swim club member will ensure all participants leave the facility. No entry is permitted via a 'back gate', with prior approval from the Facility Manager.
27. Swim Clubs - The club is entitled to hold meetings outside regular pool hours, however they must notify the Facility Manager prior to meeting. Swim Club is responsible for securing swimming pool at the conclusion of meetings.
28. Swim Club is responsible for the safety of its members during swim club nights and meetings. A copy of qualifications, insurances and risk management plans must be submitted to CA annually.
29. Any incident/s requiring first aid must be reported to the facility staff immediately.
30. CA must approve all promotional and fundraising activities / sales relating to the hire.
31. The Facility Manager must approve the sale of food prior to hire booking.
32. The Facility Manager has the sole discretion to accept / approve a booking. All bookings must support and not conflict with CA policies regarding pool use, and/ or breach any governmental legislative requirements.
33. Most fees and charges are available from the facility website.