

**SHELLHARBOUR CITY COUNCIL AQUATIC FACILITIES
BOOKING FORM & CONDITIONS OF HIRE**

DETAILS OF PROPOSED USE							
CONTACT DETAILS							
Name:							
Organisation:							
Postal Address:							
Contact Number:				Mobile:			
Email:							
Schools – Please choose one option for payment							
Payment by School Credit Card (No Purchase Order required)							
Payment by Edconnect (Purchase order MUST be provided) – PO Number:							
NOMINATED PERSON IN CHARGE							
Nominated Person In Charge – a nominated person must be contactable throughout the duration of the event / booking and MUST complete a site induction at the facility PRIOR to the commencement of the event/booking. Nominated person must also be present with the group at all times.							
Name:				Mobile:			
BOOKING DETAILS (Please tick relevant)							
Activity Type:	Swimming Carnival		Learn to Swim		Training/Workshop/Course		
	School Sport / PE		Coaching / Training		Community/School event		
	Other: _____						
FACILITY							
Facility Requested	Pool			Number of Lanes			
	Albion Park 50m Pool						
	Oak Flats 25m Pool						
	Oak Flats 50m Pool						
	Warilla 50m Pool						
Use of Inflatable (additional cost)							
DATE/S AND TIME OF BOOKING							
Start Date:				End Date:			
Day:	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Start Time:				Finish Time:			

Please note, for school swimming carnivals, back up dates cannot be held in advance due to the high demand of booking requests and placements. Rebooking will occur in the event of cancellation. The only exception is for Regional Carnivals.

APPROXIMATE NUMBERS, AGES & SKILLS		
Participants:	Age:	Skill:
Spectators:	Age:	Skill:
Supervisors:	Age:	Skill:
Any relevant medical conditions or special needs or participants:		

REQUIRED SUPPORTING DOCUMENTS

Council requires evidence of your Public Liability Policy and naming Shellharbour City Council or 'any local government where the activity is taking place', with a cover of at least \$20 million. **Certificate of currency must accompany this booking application.** NB if the policy expires prior to the event it is the responsibility of the user to provide the valid Certificate of Currency or cancellation of the event will occur.

*Personal providing instruction in specific aquatic activities need to hold an appropriate and approved qualification

Public Liability Insurer: Please attach with booking		Expiry Date:	
Not-For-Profit Club or Organisation	Yes No	Proof Attached:	
Qualifications for each Instructor Please attach with booking	Valid Qualifications Required with booking: Swim Coaching Qualification Swimming and Water Safety Teacher (Learn to Swim) CPR (HLTAID009) Provide First Aid (HLTAID003 or HLTAID011) WWCC	Proof Attached:	

TERMS AND CONDITIONS OF USE

1. The Hirer must make themselves known to the staff on arrival. This person will be the contact for Pool Staff in the event of an emergency. This person is responsible to adhere to the terms and conditions of the booking agreement. This person must be over the age of 18.
2. If any person in the group has a medical condition, the lifeguards should be made aware of this before the person enters the water. Any person in the group who suffers from seizures should have 1:1 supervision provided by the Hirer
3. In the event of an emergency, all participants will be asked to leave the water immediately. The Hirer will then be asked to ensure that all participants are accounted for and then take directions from the lifeguard to evacuate the Facility.
4. First aid facilities are available in the office. In the event of a participant requiring first aid, please advise the lifeguard on duty who will assist where necessary.
5. Any incidents (first aid or otherwise) need to be reported to the lifeguard on duty. All incidents must be appropriately recorded.
6. It is the Hirer's responsibility to ensure that participants behave in a manner that reflects the Pool Code of Conduct.
7. Hirer's are advised that all pool lifeguards have current industry standard qualifications including first aid.
8. Guidelines require one lifeguard per 100 participants to supervise the pool, however SCC will supply a minimum of two lifeguards during any activity and will increase these numbers based on your confirmed numbers and activities if warranted.
9. Hirer's Staff accompanying groups will be required to position themselves around the pool area evenly to assist in the supervision of participants of their group. They should ensure that at all times they are watching the pool environment and the swimmers under their supervision
10. A rescue tube is placed in an easy accessible area for teachers and lifeguards to use if needed. Check the facility layout for location of emergency equipment.
11. Hirer's Staff should familiarise themselves with the attached evacuation plan.
12. The Hirer is to check the change rooms every 15 mins for inappropriate behaviour.
13. The grounds and the facility will need to be left clean and tidy, otherwise an additional fee will be incurred.
14. The hire group must enter and leave the facility as a group.
15. All fees (pool admission and lane hire) will be invoiced on a monthly basis - no payment on daily basis.
16. Hirer's that require a risk assessment prior to conducting their activities shall conduct their own risk assessment. Students must be competent in the activity before they can participate.

YOUR PRIVACY

Shellharbour City Council respects your privacy at all times. When processing your application we collect personal information about you for the primary purpose of providing you with a high level of customer service. For more information please see our Privacy Management Plan on our website www.shellharbour.nsw.gov.au or contact our Privacy Officer on 02 4221 6111. Information leaflets are also available at all offices and libraries.

DECLARATION

I certify that the information provided in this application is true and correct and I agree to the terms and conditions of use for Council's Aquatic Facilities being met and fulfilled.

Print Name: _____

Signature: _____ Date: _____

OFFICE USE ONLY:

Booking entered into System YES / NO Date: _____ Confirmation Sent Date: _____