

Claremont Aquatic Centre Booking Form

POOLS & EQUIPMENT FOR HIRE

Dive Pool	<input type="checkbox"/>	50m Lap Pool - 8 Lanes	<input type="checkbox"/>	Pool Inflatable	<input type="checkbox"/>
Toddlers Pool	<input type="checkbox"/>	25m Lap Pool – 7 Lanes	<input type="checkbox"/>	Clubroom	<input type="checkbox"/>
Pool Inflatable	<input type="checkbox"/>	2 Diving Boards	<input type="checkbox"/>	Barbeque	<input type="checkbox"/>
Other Equipment	<input type="checkbox"/>				

ORGANISATIONS CONTACT INFORMATION

Organisation Name					
Contact Person					
Phone Number					
Address					
Suburb & Post Code					
Email Address					

BOOKING INFORMATION

Commercial	<input type="checkbox"/>	Community	<input type="checkbox"/>	Internal	<input type="checkbox"/>
Date of Application					
Activity					
Booking Date	Start		Finish		
Time	Start		Finish		
Area Required					
Equipment Required					

ATTENDANCE NUMBERS

Adult					
Children					
Spectators					

PAYMENT METHOD

Invoice	<input type="checkbox"/>	Credit Card	<input type="checkbox"/>	Finalise Payment on the day	<input type="checkbox"/>
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ENTRY FEES PER PERSON

Adult	\$5.80	Children	\$4.50	Spectator	\$2.00
Senior	\$3.90	School Group	\$3.20	Tertiary Student	\$5.80

HIRE FEES PER HOUR

50m Pool Lane	\$25	Dive Pool Lane	\$12.50	Pool Inflatable	\$150
25m Pool Lane	\$12.50	Whole Dive Pool	\$35	Clubroom	\$39
Water Polo Game	\$148	Duty Manager	\$61.50	Pool Lifeguard	\$48

Customer Signature			
Customer Name			
Date			

OFFICE USE

Date Received			
Booking Confirmed	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Date Confirmed			
Booking Coordinator Name			
Signature			
Centre Manager Name			
Centre Manager Signature			

CONTACT INFORMATION

Address	12 Davies Road Claremont WA 6010
Postal Address	PO Box 54 Claremont WA 6010
Phone Number	9285 4343
Email Address	toc@claremont.wa.gov.au

Additional Booking Requirements

This section of the form can be used to outline additional booking requirements or specific information

Centre Requirements

This section of the form is for office use and will outline the centre requirements and conditions of the booking

CUSTOMER USE

Requirements Confirmed	Yes <input type="checkbox"/> No <input type="checkbox"/>
Signature	
Print Name	
Date	

OFFICE USE

Requirements Confirmed	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date	
Booking Coordinator Name	
Signature	
Centre Manager Name	
Centre Manager Signature	

Pool Space and Equipment Hire

Pool space and equipment hire may change prior or on the day of a booking to meet the needs of the centre.

Fees

The fees will be charged according to the information listed on the booking form unless the time is exceeded.

Payment

The deposit (if applicable) must be paid when the application is approved. Additional charges for excess cleaning, breakages or damage will apply if needed.

Opening Hours

October to April	5.30am – 8.00pm weekdays	7.00am – 7.00pm weekends
May to September	5.30am – 7.30pm weekdays	7.00am – 6.00pm weekends
Public holidays	7.00am – 6.00pm	

The centre including the pools and change rooms will close at the times listed above.

Notice of Cancellation

A booking cancellation fee of \$100 will be applied in the event of a cancellation.

Hirer's Responsibilities

At the end of the booking, the hirers must remove all their rubbish and leave their area clean and tidy. The hirer must at all times co-operate with the Duty Manager and ensure that the booking is conducted in an orderly manner. The booking organisation will be held liable for excess cleaning, supervision and damages.

Catering

The centre has a free to use barbeque and a cafe facilities.

Supervision & Ratios

Group bookings are required to bring one adult for every 10 children. It is requirement that one adult supervises a maximum of 10 children at all times.

Lifeguards on duty will be at a ratio of 1 lifeguard for up to 100 swimmers as per the Royal Life Saving Society Australia "Guidelines for safe pool operation"

Use of Diving Boards & Dive Blocks

The diving board rules must be followed at all times when using the 1m diving board. The diving boards are not to be opened without the permission of a lifeguard. The diving boards must be supervised by a pool lifeguard when in use.

Use of the 50m Lap Pool dive blocks must be carried out under the supervision of a qualified group leader.

Emergency Evacuation Procedures

As part of the group induction you will be given a summary of the Emergency Action Plan and a group training session related to an emergency.

In the event of a major emergency all members of the group including group leaders must follow the instruction issued by an area warden or centre staff member.

Condition of Entry

All persons entering the facility are required to abide by the Claremont Aquatic Centre Conditions of Entry.

Medical Conditions

If any member of the group suffers from a medical condition or life threatening condition the Duty Manager must be informed upon entering the centre.

Declaration

I agree to the conditions of hire as outlined on this booking form. I am aware that any children under the age of 10 must be fully supervised by an adult at all times.

CUSTOMER DECLARATION

Signature

Print Name

Date