

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"/> |
|---------|--------------------------|-------------|--------------------------|-----------------------------|--------------------------|

ENTRY FEES PER PERSON

| | | | | | |
|-----------------------|--------|------------------------|--------|---------------|--------|
| Adult 16 Years & Over | \$5.80 | Child 15 Years & Under | \$4.50 | Spectator | \$2.00 |
| Senior | \$3.90 | School Group | \$3.20 | Learn to Swim | \$4.50 |

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

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Centre Requirements

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

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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