

Conditions of Hire – Aquatic Education

Booking Confirmation

1. All booking enquiries are to be made in writing by fax or email on a booking form at the centre
2. If at any stage the hirer wishes to alter their booking then a written request must be forwarded to the centre
3. Following a booking request, the Centre will review the details. If dates and times are available the centre will forward the following correspondence to the user group;
 - a. Cover letter
 - b. Booking Forms
 - c. Risk Assessment
 - d. Emergency Evacuation Procedure
4. If the details on the Booking Forms are incorrect, or the User Group wishes to change them, then alterations should be forwarded to the centre for consideration (see below)
5. If all details on the Booking Forms are correct then the user group should return them to the centre
6. The booking will be considered confirmed when all forms have been completed

Booking Alterations

1. Any alterations to booking details should be forwarded to the Centre for consideration
2. The Centre will review the details and will issue a new Booking Form depending on availability
3. If all details on the Confirmation Request Form are correct then the user group should return this form

Fees & Charges

1. Aquatic education fees are as follows;

a. Peak (November & December)	\$6.50
b. Fringe (October & March)	\$6.00
c. Off-Peak (April & September)	\$5.80
2. Total numbers of children attending will be totaled on the third lesson and the invoiced accordingly on the 5th lesson
3. A minimum charge of 85% of the total students indicated on the booking form will be charged if the actual number of children attending is less than this amount. Eg. If a User Group books in for 200 students although only 150 actually attend, the cost of the program will be calculated using 170 students (85%)
4. Invoices are net on the last lesson of the program

Cancellations

1. Cancellation notices should be provided via fax
2. Cancellation notices should be received 30 days prior to the date of the booking

Swimming Attire

1. All swimmers/ competitors must wear approved swimming attire
 - a. This includes nylon and lycra materials
 - b. This excludes cotton and, denim and polyester

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2. A swimmer/ competitor found not to be wearing approved swim wear may be asked to exit the water

Damage/Cleanliness of the Centre

1. The hirer agrees to leave the Centre in the same condition that it was found
2. Any damage to any part of the centre by, or any person belonging to, the User Group will be the responsibility of the User Group
3. If at anytime the Centre is left in a damaged condition then the User Group will be responsible for the payment of a repairs charge. This fee is payable within 7 working days from issue of invoice

Cleaning Charge

1. The Centre understands that small amounts of cleaning will be required following a booking, therefore the Centre accepts the following;
 - a. Enough rubbish bins will be provided, and they will be emptied by the Centre as required
 - b. Plastic bags will be provided to the User Group upon request
 - c. General cleaning of grandstand, change rooms and concourse (max one hour)
2. The User Group agrees to remove any rubbish that is a caused by them to a reasonable state
3. If the Centre is left in an unsatisfactory state and additional cleaning is required a cleaning fee will be charged
 - a. Cleaning will be charged to the User Group at \$30 per hour, minimum of 2 hours
 - b. The fee will be forwarded to the User Group with the pool hire fee and is net 14 days

Noise Control

1. The Noise Pollution Act regulates activities at the Centre, under this Act anyone not abiding by it may be removed from the Centre.
2. Failure to comply with these conditions may result in the exclusion of that hirer from future bookings

First Aid, Lifeguards, Swimmer Supervision and Security

1. The User Group must have at least one First Aid Officer present during the time of the booking.
2. The Centre has an equipped first aid room and will grant access the User Groups' First Aid Officer
3. The pool will supply Life Guards according to the RLSA Guidelines for safe Pool Operations,
4. All user groups must provide proper and active supervision of all swimmers and spectators attending by means of supervisors ready to get wet and within the grounds
5. User Groups must inform the centre of security requirements on booking form.
6. The user group must ensure that all swimmers entering agree to and obey all conditions of entry and general rules at the pool

Public Liability

1. The User Group shall provide public liability insurance to the value of \$10 000 000, with Pamstream P/L nominated as interested parties
2. The User Group shall indemnify Pamstream P/L & Auburn Council from and against all actions, suits, claims and demands that may result from the hirer's activities at the Centre

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.In particular that Pamstream P/L are indemnified from all actions, suits, claims and demands that may result from activities related to diving at the Centre under the instruction/supervision of the hirer

- 3. The hirer shall provide the Centre with a copy of this insurance note prior to the event or booking being undertaken
- 4. Where the hirer is an educational or government organisation and has public indemnity or liability cover; all actions or claims that occur during the booking will be made against that organisations indemnity or cover
- 5. A professional indemnity/public liability policy will be required if the hirer is an accredited swim coach with ASCA.

I, of(user group), have read and agree to the conditions of hire.

I have received hard copy of signed Aquatic Education Terms and Conditions

Name of User Group:

Name of Representative:

Signature: Date:

Office Use Only

Date Received:

Confirmed by:

Lesson Rate:.....

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