

Conditions of Hire – Carnivals

Booking Confirmation

1. All booking enquiries are to be made in writing via fax, email on a booking request form at the centre.
2. If at any stage the hirer wishes to alter their booking then a 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
 - e. Invoice for Booking fee if applicable
4. If the details on the Booking Form are incorrect, or the User Group wishes to change them, then alterations should be forwarded for consideration (see booking alterations)
5. If all details on the Booking Form are correct then the user group should return this form along with the booking fee
6. The booking will be considered confirmed when all forms have been completed and the booking fee has been received

Booking Alterations

1. Any alterations to booking details should be faxed to the Centre for consideration
2. The Centre will review the details and will issue a new Confirmation Request 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. The booking fee of \$750 for full session 9am to 3pm or \$400 for half session 9am to 12pm or 12pm to 3pm is required prior to the booking date; an invoice will be issued on the date the booking is made. This fee will be deducted from the pool admission invoice
2. All pool admission costs are invoiced on the date of the booking
3. 2008 Admission costs are as follows;
 - a. Swimmer/ Competitor \$3.20
A swimmer/ competitor is any person attending the carnival that will be entering the water to compete or for leisure at any time during the day
 - b. Spectator/ Parent \$3.00
A spectator/ parent is any person attending the carnival that will not be entering the water at any time during the day
 - c. Teacher/ Official no charge
 - d. Security Guard \$30 per hour minimum charge \$120
 - e. Club Room \$50 (Donation to BSC Rockdale Swimming Club))
4. The admission fee for spectators/ parents must be paid upon entry unless the user group has requested otherwise (see below)

Section	9. Programs	Updated	30/06/08
File Name	Conditions of Hire - Carnival.doc	Review Date	01/07/09

5. All swimmers/ competitors (and spectators/ parents if requested) will be counted and an invoice will be issued on the day of carnival
6. A minimum charge of 85% of the total students indicated on the booking form will 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%)
7. In the event where Pamstream P/L does not receive any admission fees a pool hire fee of \$1400 for full day and \$750 for half day will apply
8. Invoices are net 14 days

Cancellations

1. Cancellation notices should be provided via fax
2. If a notice is received 90 days prior to the date of the booking the deposit can be returned (a \$25 administration fee will apply)
3. If notice is received within 30 days of the date of the booking fee will be non-refundable

Pool & Lane Allowance

1. The pool hire fee entitles the user groups booking to commence at no earlier than 9:00am and finish no later than 3:00pm, any booking that requires use of the pool outside these hours will incur an addition fee
2. The User Group will have exclusive use of up to 8 lanes in the 50m pool
3. Partial use of the teaching pool can be arranged.
4. There are no swimming carnivals that require 8 lanes allowed in term 4 due to ongoing School Sports use. However 4 lane carnivals can be scheduled subject to availability.

Use of Equipment

1. The Centre will provide the User Group with the following equipment
 - a. Use of club room
 - b. Starters Beeper (no other starting devices permitted)
 - c. Lane ropes
 - d. False start rope
 - e. Tables, max 2
 - f. Chairs, max 8
 - g. Umbrellas, max 8
2. The Centre agrees to have the pool lanes ready prior to the booking although the User Group is responsible for the set up all other equipment
3. If the User Group requires the removal of lane ropes for novelty events prior arrangement must be made with the Centre
 - a. The User Group should allow time as removing the lane ropes requires significant time
 - b. If prior arrangement is not made requests on the day will be refused

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

Section	9. Programs	Updated	30/06/08
File Name	Conditions of Hire - Carnival.doc	Review Date	01/07/09

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
2. General cleaning of grasses areas, change rooms and concourse
3. The User Group agrees to remove any rubbish that is a caused by them to a reasonable state
4. 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 and RCC Conditions of Hire regulate 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. Qualifications may be required
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.

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 & Rockdale City Council from and against all actions, suits, claims and demands that may result from the hirer's activities at the Centre .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

Section	9. Programs	Updated	30/06/08
File Name	Conditions of Hire - Carnival.doc	Review Date	01/07/09

- 3. The hirer may have to 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 Carnival Terms and Conditions

Name of User Group:

Name of Representative:

Signature: Date:

Office Use Only

Date Received:

Confirmed by:

Minimum Charge:.....

Section	9. Programs	Updated	30/06/08
File Name	Conditions of Hire - Carnival.doc	Review Date	01/07/09