

Conditions of Hire – Lane Hire

Booking Confirmation

1. All booking enquiries are to be made in writing via email, fax or at the centre on a booking request form
2. If at any stage the hirer wishes to alter their booking then a written request must be emailed or faxed to the centre
3. Following a booking request, the Centre will review the details. If dates and times are available the centre will fax the following correspondence to the user group;
 - a. Booking Forms
 - b. Risk Assessment
 - c. 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 clearly marked on this form and returned for consideration (see below)
5. If all details on the Booking Forms are correct then the user group should forward to centre
6. The booking will be considered confirmed when all forms have been completed and received at the centre
7. Confirmation will be forwarded to the user group once booking forms have been entered into the centre’s calendar

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 Confirmation Form depending on availability

Times and Fees & Charges

1. Lane Hire is permitted subject to availability during the pool operation hours only which are –
 - a. Daylight Savings Time – (from October to March)
 - i. Monday to Saturday 5.30am to 8.30pm
 - ii. Sundays & Public Holidays 9am to 7pm
 - b. Normal Eastern Standard Time – (April & September)
 - i. Monday to Friday 6am to 7.30pm
 - ii. Saturdays & Public Holidays 8am to 5pm (Closed Sundays)
2. Base Rate of \$25 per lane per hour for both 25m and 50m pool plus normal admission (see below). Discounts apply for long term clients on arrangement with the Director
3. Lanes hired outside of normal operating \$150 per hour for all pool.
4. Lane Hire Public Holidays \$150 per hour pre paid (4 lanes only)
5. Admission costs are as follows;
 - a. Swimmer/ Competitor Adult \$4.80, Concession \$3.80, Supervised Students/Swimmers \$3.20

 A swimmer/ competitor is any person attending the lane hire that will be entering the water to compete, train or for leisure during the booking
 - b. Spectator/ Parent \$2.50

Section	9. Programs	Updated	30/05/07
File Name	Conditions of Hire - Lane Hire.doc	Review Date	01/07/08

A spectator/ parent is any person attending the booking that will not be entering the water at any time during the day

- c. Teacher/ Official no charge

A teacher/ official are any person attending the booking for the purpose of assisting the operations of the day. This may include; teachers, coaches and other general helpers. This does not include a swimmer/ spectator that offer assistance throughout the day

6. The admission fee must be paid upon entry unless the user group has requested otherwise (see below)
7. State, Private Schools and community based special carers groups or clubs are exempted from the lane hire fee during normal operating hours. Normal admission charges will apply. Doesn't apply if the club has poker machines, is the YMCA or has paid Directors and office bearers
8. All swimmers/ competitors (and spectators/ parents if requested) will be counted and an invoice will be issued
9. Re-occurring bookings will be invoiced at the beginning of the month and pre paid for the month in advance
10. 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. E.g. 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%)
11. Invoices are net 14 days

Cancellations

1. Cancellation notices should be forwarded to the centre
2. Notice of cancellation should be received 30 days prior to the date of the booking

Pool & Lane Allowance

1. Centre Management (Pamstream P/L) has exclusive Aquatic Education Rights (swim school, squad and schools programs) and all external lane hire is accepted on Pamstream's approval. Generally there are no lanes available during the Pamstream's ongoing daily aquatic education program. Available times are below
2. The User Group will have exclusive use of the lanes that they have booked for the time that they have booked. Swimmers that stay after completion of the booking must pay normal pool entry i.e. there is no free swimming after bookings completion under any circumstances
3. Normal entry costs apply to people attending the user groups booking that are not included in the actual program and want to swim.
4. No lanes available on public holidays unless prepaid @ public holiday lane hire rates
5. 50m Pool;
 - a. Up to 50% may be hired at any one time subject to availability
 - b. No space is available between 3:00pm – 7:00pm Monday – Friday or 8:00am – 12:00pm Saturday during school terms
6. Teaching Pool;
 - a. Up to 50% may be hired at any one time subject to availability
 - b. No space available between 9.30am and 2.30pm Monday to Friday (Special Swim Scheme)
7. A booking that requires the use of all lanes in both the 50m and teaching pools simultaneously is not permitted

Section	9. Programs	Updated	30/05/07
File Name	Conditions of Hire - Lane Hire.doc	Review Date	01/07/08

8. All swimmers from all lane hire groups must be out of the centre before closing time

Use of Equipment

1. The Centre will provide the User Group with the following equipment if required
 - a. Use of club room
 - b. Starters beeper
 - 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
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

Section	9. Programs	Updated	30/05/07
File Name	Conditions of Hire - Lane Hire.doc	Review Date	01/07/08

- 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 & 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
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.

Section	9. Programs	Updated	30/05/07
File Name	Conditions of Hire - Lane Hire.doc	Review Date	01/07/08

I, of(user group), have read and agree to the conditions of hire. I further understand that if I do not agree to these conditions my booking won't be confirmed.

I have included copies of the following –

- 1. ASCA, Austswim & First Aid Accreditation
- 2. Indemnity & Insurance Policy if required

I have received hard copy of signed Lane Hire terms and Conditions

Name of User Group:

Name of Representative:

Signature: Date:

Office Use Only

Date Received:

Confirmed by:

Lane Hire Rate:.....

Section	9. Programs	Updated	30/05/07
File Name	Conditions of Hire - Lane Hire.doc	Review Date	01/07/08