

AQUATIC CENTRE HIRE



132 Railway Road
PO Box 117
THREE SPRINGS WA 6519

(08) 9954 1001

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Office Hours
8.00am - 4.00pm
Monday - Friday

Section A: APPLICANTS DETAILS

Name of Organisation / Hirer:					
Postal Address:					
Contact Person:					
Email: (will be used for invoicing)					
Phone:	(B/H)		(Mob)		
Is your organisation registered for GST	☐ YES	☐ NO	ABN		
Do you have Public Liability Insurance?	☐ YES	☐ NO			

Section B: PROJECT / EVENT SUMMARY

Type of Project / Event:	☐ Birthday Party	☐ Swimming Carnival	☐ School Event	☐ Training Course	☐ Private Lessons	☐ Other
Name of Project / Event:						
Project / Event Date/s:						
Number of Attendees	Adults:			Children:		
Project / Event Times: <i>Maximum 4 hours (Swimming Carnivals and AusSwim may exceed this limit with prior approval)</i>	Start			Finish		
Do you require use of Function Room*	☐ YES			☐ NO		
Do you require use of BBQ*	☐ YES			☐ NO		
Do you require use of Big Inflatable*	☐ YES			☐ NO		
Do you require use of Small Inflatable*	☐ YES			☐ NO		
Do you require use of urn*	☐ YES			☐ NO		
Do you require use of PA System*	☐ YES			☐ NO		
Do you require use of Equipment	☐ Noodles	☐ Kick Boards	☐ Float Mat	☐ Pool Hoops	☐ Water Polo	☐ Volley Ball

*Additional fees will be incurred. If you indicate No, but use the facilities, you will be charged for usage.

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Section C: FEES & CHARGES

Please note that fees and charges are set by Council, and are not subject to negotiation. Aquatic Centre Entry Fees are payable additional to Venue Hire Fee and additional facility fees.

Pool Party Hire:	\$10 per hour (Entry fees still apply)				
Entry Fee (Daily): <i>Entry fee will be waived only when proof of monthly or season pass is produced upon entry.</i>	Adult \$5.00	Child \$2.50	Age Pension \$2.50	Under 4 No Charge	Spectator \$1.00
Function Room Hire:	\$35.00 per hour - minimum 2 hours usage				
PA System:	\$35 per day (bond of \$55 applies)				
Cleaning Fee: <i>Venue to be left in clean and tidy state. If not, cleaning fees will apply</i>	\$160.00 per hour				
Equipment Breakage / destruction	For incorrect use of equipment. Fee will depend on the type of equipment and damage occurred.				

Section D: DECLARATION

I hereby declare that the information supplied on behalf of the named organisation / hirer is correct. I consent to the Shire of Three Springs collecting the personal contact details provided in this application. We acknowledge your right to have access to our personal information, in accordance with the Privacy Act 2000.

I understand that whilst Three Springs Aquatic Centre has a Life guard on duty, I am responsible for ensuring that the children will receive constant parental supervision while at the facility.

I am further aware that any **children aged under 5 years MUST be directly supervised by adults in the water and any children under the age of 10 must be directly supervised by an adult** and that there is a **1:4 parent to child ratio** in the water at all times.

I am aware that the reserved area is to be left to the satisfaction of the Centre Manager and that I may be charged for any play equipment that is damaged or destroyed as a result of incorrect usage by a child under my care.

Signature

Name

Position

Date

TERMS AND CONDITIONS

The Three Springs Aquatic Centre is a **Watch Around Water** facility and adhere to the policy of:

- Children under 10 years must be accompanied into the centre and constantly supervised by a parent/guardian while at the centre.
- The parent/guardian must have clear view of the child at all times.
- Children under 5 years must be constantly supervised from within arm's reach while at the centre. If the child is in the water, the parent/guardian must be in the water too.
- Unsupervised children of any age will be removed from the water if the lifeguard is concerned for their safety.
- Children under 10 years of age are not permitted to enter the facility unless under the supervision of a person 16 years or older.

Facility Rules of Behaviour

- No running on the pavement
- No back flips or somersaults off the edge of the pool

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- No diving in shallow water (under 1.5m)
- No glass containers to be brought into the facility

Responsibility of the Facility Operator

- Centre Manager will prepare the area for the project / event
- Access to fridges can be arranged

Responsibility of the Hirer

- Supervision requirements - 1 adult to every 4 children under 10 years
- Bookings needs to be made 48 hrs prior to the event being held
- Booking can only be confirmed if the Hire Agreement has been read and signed and fee paid
- All relevant Acts', local laws and facility policy and procedures must be complied with at all times.
- Cancellation must be advised within a 24hrs of the event taking place or a cancellation fee may be charged.
- A cleaning fee will be charged if the facility is left in a mess.
- Pool entry needs to be paid by all who attend the event. Hirer must inform participants of this charge.
- If project / event would like use of the big inflatable, a parent/guardian will need to be selected to supervise and enforce rules of play. Also you will need to help the Centre Manager setup and pack down the inflatable.
- Participant list will need to be handed to the Centre Manager on the day so they are aware of who is entering.
- Liaise with the Centre Manager for any assistance on the day.

COVID-19 Conditions of Hire

- Please nominate a person who is to check participants for signs of colds etc before entry and to remind participants of sneezing / coughing practices
- Hand sanitizer to be used by participants before, during and exiting of Aquatic Centre (provided at entry of Aquatic Centre)
- No sharing of personal items (towels, goggles, masks, snorkels etc)

Office Use Only							
Date Received		Records Ref		File Ref			
Approval under delegated Authority?		☐ YES ☐ NO					
Applicant Notified	☐ YES	Date		Records Ref		File Ref	
Total Monies Paid		Date		Bond Paid		Date	
Admin Officer:							