



CONTACT DETAILS

Organisation name

Primary contact name

Email

Address

Suburb

Postcode

Phone

Secondary contact name

Secondary contact phone

BOOKING TYPE

WHEN REQUIRED

Single booking

Dates required

Multiple booking

Days required

Ongoing booking (6 months max)

Times required

Booking required during school holidays?

ACTIVITY TYPE

Training

Birthday party - Age

Social function

Carnival

Course

Rehabilitation

Time Trials

Meeting

Other

AREA / SERVICE / EQUIPMENT REQUIRED (provide quantities where applicable)

Lane - 50 metre

Trestle tables

Additional staff

Lane - 20 metre

Chairs

Other (please specify)

Multi-purpose room

False start & 25m ropes

Carnival hire (8 lanes)

Projector & Screen

ENTRIES (number of people)

Adult swimmers

*Child swimmer

*Ages of children

Adult non-swimmer

**Child non-swimmer

**Ages of children

Coaches/instructors (1:10)

OFFICE USE ONLY

Lane hire 50m pool	\$	Pool entry fees	\$	Multi-purpose room hire	\$
Lane hire 20m pool	\$	Equipment hire	\$	Additional staff	\$

BOOKING CONFIRMATION

TOTAL HIRE FEE	\$
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Date entered		Confirmation letter sent		Cafe notified date	
Staff organised		Booked by			
Comments					

TERMS & CONDITIONS

1. Applications/Bookings

1.1 Booking Application Form must be correctly completed and signed by the hirer and submitted no less than 7 days before commencement of the booking.

1.2 Bold Park Aquatic reserves the right to refuse an application.

1.3 Bookings will be taken up to 6 months in advance.

1.4 Lanes must be hired for any groups of 5 or more swimmers.

1.5 Hirers must maintain at least 5 swimmers per lane to sustain their booking. Bold Park Aquatic reserves the right to reallocate lanes if the hirer does not have the required numbers of swimmers.

1.6 A copy of a certificate of currency for the organisations' Public Liability and Professional Indemnity insurance policy (\$10,000,000) must be provided.

1.7 A copy of any relevant qualifications of the primary person responsible for the booking must be provided.

1.8 A confirmation letter will be emailed to the address on the Booking Application. If there is any discrepancy between your booking request and confirmation please contact the Centre.

2. Hire Fees

2.1 Facility hire costs and bonds are in accordance with the Town of Cambridge's current Fee Schedule.

2.2 Cancellations made less than 1 week before the booking date will forfeit their deposit (if applicable).

2.3 The hirer may make an application for a transfer to another date without forfeit of their deposit, depending on facility availability.

2.4 Additional charges may apply for use of equipment, additional supervision or excess cleaning.

3. Regular Users

3.1 All time booked will be paid for. Cancellations of all or part of a booking must be given 1 weeks' notice in advance, in writing.

3.2 Public Holidays are excluded from regular bookings.

3.3 Regular users must make a separate application for one off events.

3.4 All hire agreements will be reviewed in

December and June of each year.

3.5 Any signage, advertising and/or storage of equipment must be approved by the Centre Manager. The Centre takes no responsibility for any equipment stored on the premises.

4. Bonds/Deposits/Payment for Bookings

4.1 A deposit may be required at the time of making an application to secure your booking.

4.2 Management reserves the right to request a bond in advance of any booking. Bonds are held by providing Credit Card details and signing your authority for Bold Park Aquatic to debit the Credit Card for additional charges such as cleaning and damages or breach of the terms and conditions of hire (see authorisation below).

4.3 The hirer will pay for all time booked and confirmed in the booking confirmation letter, unless the booking is cancelled or changed at least 7 days before the commencement date. Booking changes can only be made by the

person whose name appears on the original booking form or the person who appears as secondary contact.

4.4 Payment of hire and entry charges can be made by the following methods:

- (a) On the day - cash/card/cheque (one off bookings must be paid on the day, if not prior);
- (b) Monthly Invoice - invoices will be issued at the end of the month, by email to the primary person on the booking form. **Payment is expected strictly within 7 days of receipt of the invoice.**

5. Restrictions

5.1 Noise levels must comply with the Environment Protection (Noise) Regulations 1997. Further advice may be obtained from the Town of Cambridge Environmental Services on 9347 6000.

5.2 Set up and clean up time is to be included within the booked time.

5.3 Additional restrictions may apply depending on the activity undertaken.

6. Hirer's Responsibilities

6.1 Upon arrival the person responsible for the booking must register at reception.

6.2 Hirers must show respect and common courtesy for other users within the Centre or persons in nearby premises.

6.3 The hirer is responsible for the behaviour of all persons attending said function or activity.

6.4 Hirers are responsible for the insurance of their own equipment or supplies, which are stored or left at the Centre.

6.5 Hirers are responsible for any public liability in respect of their activity. (Bold Park Aquatic's public liability will only cover injury, loss or damage as a result of any proven neglect or fault of the Centre).

6.6 At the conclusion of the hire period, the hirer shall leave the facilities in a clean and tidy condition, remove excess rubbish and ensure all equipment is cleaned and returned to the appropriate area.

6.7 Additional charges may apply should Bold Park Aquatic need to undertake additional cleaning, or repair of any breakages and/or damage at the conclusion of the hire period.

6.8 Bold Park Aquatic reserves the right to reallocate the lanes if the hirer is 15 minutes late for their booking.

7. Bold Park Aquatic Responsibilities

7.1 Bold Park Aquatic will take every reasonable care and precaution to ensure that all utilities, services and equipment are in proper working order, but will not accept responsibility for breakdowns beyond their control.

7.2 Bold Park Aquatic will make every effort to provide the hirer with a clean and tidy facility.

7.3 Bold Park Aquatic is not responsible for any damage, theft or loss of items belonging to, or the responsibility of the hirer.

7.4 Operational incidences can occur that may affect your booking. If this happens your organisation will be given adequate notice.

8. Supervision of Children

8.1 Bold Park Aquatic is a Watch Around Water facility and adheres to the following policy: Children under 5 years must be accompanied in the water at arm's reach by an adult at all times. Children under 10 years must be supervised by an adult at all times.

8.2 Group bookings in the aquatic area are required to have a minimum of one adult supervisor for every 10 children.

8.3 Larger aquatic bookings may need to pay for additional staff to maintain the safety of all persons attending said function or activity.

SECURITY BOND DETAIL - Only required for private events where bond is applicable

I authorise Bold Park Aquatic to debit my Credit Card for payment of the event and any additional charges for cleaning, damages incurred in the process of hiring facilities at Bold Park Aquatic, or for breach of the above terms and conditions.

Name on Credit Card

Credit Card Number

Expiry Date

Card Type

AUTHORISATION AND INDEMNITY CLAUSE - All hirers must sign below

I have read, understood and agree to abide by the terms and conditions of hire and I accept the pricing. The Town of Cambridge and Bold Park Aquatic will not be responsible for any loss, damage or injury to you and those in your care which arises from the negligence of any person other than Bold Park Aquatic staff, its servants, agents, independent contractors or volunteers.

Please note: Bold Park Aquatic is a No Smoking, No Glass and No Alcohol facility.

Full name

Signed _____

Date



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