

# Booking Request Form 2016-17

## Macksville Memorial Aquatic & Fitness Centre



### CLIENT DETAILS

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Person Responsible for Payment: \_\_\_\_\_ Phone: \_\_\_\_\_

### BOOKING DETAILS

#### Type of Activity:

- Swimming Carnival / School Water Safety Program / School Fitness Program     Children's B'Day Party  
 Swim Club Event     Allied Health Service Provider (Physio / Chiro / Work cover / etc)  
 Lane Hire     Other: \_\_\_\_\_ (please specify)

Commercial Status:  Family & Friends     Commercial (for profit)     School / Community Service

Brief Description of Activity: \_\_\_\_\_  
\_\_\_\_\_

Times: Arrival \_\_\_\_\_ Departure \_\_\_\_\_

Date Preference: Date(s): \_\_\_\_\_

Day:  Monday     Tuesday     Wednesday     Thursday     Friday     Saturday     Sunday

Alternative Date Preference(s): \_\_\_\_\_

### POOL / GYM REQUIREMENTS & PARTICIPANT INFORMATION

- 50m Pool     Hydro Pool     Toddler Pool     Water Slide     Gym     Group Fitness Room

Numbers: Participants \_\_\_\_\_ Supervising Staff / Volunteers \_\_\_\_\_

Participant Ability: \_\_\_\_\_% Non-Swimmers / \_\_\_\_\_% Swimmers / \_\_\_\_\_% Not Known (for Pool Hire Only)

### KIOSK / OTHER REQUIREMENTS

Will attendees be buying from the kiosk?  NO     YES, approx times: \_\_\_\_\_

Other requirements? (chairs, timing equipment, Life Guards, etc) \_\_\_\_\_  
\_\_\_\_\_

### DECLARATION

I have received and understood the Macksville Aquatic and Fitness Centre *Conditions of Hire*.

*Booking confirmation (including costs) will be confirmed by Staff once a Booking Request Form has been received. Costs may vary according to each booking, particularly if additional Life Guards are required.*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Return via:

**Email:** [info@macksvillemafc.com.au](mailto:info@macksvillemafc.com.au)

**Post:** Macksville Memorial Aquatic & Fitness Centre, 23a Cooper St MACKSVILLE NSW 2447

### Staff Use Only: (Additional comments overleaf)

Date Booking Received: \_\_\_\_\_ Date Booking Confirmed: \_\_\_\_\_

Entered into Records: \_\_\_\_\_ Staff Name & Initials: \_\_\_\_\_

# CONDITIONS OF HIRE (Terms & Conditions)

## Macksville Memorial Aquatic & Fitness Centre



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### Booking Confirmation

1. Enquires are to be made in writing via email [info@macksvillemafc.com.au](mailto:info@macksvillemafc.com.au), post or in-person
2. If the hirer wishes to alter an agreed booking, then a request must be made in writing.
3. Upon receiving a booking request, the Facility will review the details of the booking and check availability against existing bookings. If dates and times are available, the centre will email the following correspondence to the Hirer;
  - a. Confirmation of Booking - with costs
  - b. Risk Assessment
  - c. Emergency Evacuation Procedure
  - d. A copy of the MMAFC Independent Professional Services Policy
4. If the details on the Confirmation are incorrect, or the Hirer wishes to change them, then alterations should be made in writing and returned for Facility consideration.
5. The booking will be considered confirmed; **i)** 7 days after the confirmation has been sent from the Facility to the Hirer (YOU), and / or, **ii)** upon receipt of a deposit should it be required.

Note: The Facility Management reserves the right to decline booking requests, if such a request impinges on existing facility programs, and/or, significantly & adversely impacts on public access to the facility.

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### Booking Alterations

1. Any alterations to booking details should be emailed to the Facility for consideration
2. The Facility will review requests for alteration and will issue a new booking confirmation letter

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### Fees & Charges - Pools\*

#### School Events / Department of Education / Charity or Not-For Profit Organisation Activities

1. Admission costs are as follows;
  - a. Swimmer/ Competitor / Participant: \$2.80
    - i. A swimmer/competitor / participant is any person attending the activity that will be entering the water at any time during the day
  - b. Spectator/ Parent: \$2.20
    - i. A spectator/ parent is any person attending the activity that will not be entering the water at any time during the day
  - c. Teacher/ Official/ Parent Helper: \$no charge
    - i. A teacher/ official/ parent helper is any person attending the activity for the purpose of assisting the operations of the day. This may include; time keepers, recorders, starters and other volunteers that form part of the activity coordination and structure. This does not include a swimmer/ spectator that provide assistance randomly or without an on-going responsibility throughout the activity. The names of Teachers / Officials/ Parent Helpers must be provided to the Facility for use by Facility Staff prior to the activity - *at start of the day.*
2. Admission fees must be paid upon entry unless the Hirer has requested an invoice.
3. A minimum charge of 70% of the total students indicated on the booking form will be charged if the actual number of children attending is less than this amount. E.g. a Hirer books for 200 students, although only 110 actually attend, the cost of the program will be calculated using 140 students (70%)

#### Swimming Carnivals and Large Events

1. Where the Facility does not receive admission fees, the pool hire fee is \$1000 for half a day (4hrs) and \$200 per additional hour afterwards. This fee includes the provision of 2 Life Guards. Additional Life Guards maybe be required at some events; at a cost of \$40per hour (minimum 3hrs).
2. In the event where participants are charged full entry fees, no lane hire or facility hire is charged.

#### Lane Hire for Structured Activities and/or Events (excluding Participant Entries)

1. Hydro Pool: \$11per hour/ per lane (no half-hour hire)
2. 50m Pool: \$35per hour / per lane (no half-hour hire)
3. Participants pay the required entry fees as per normal conditions of entry

**\*NOTE:** Due to the diverse range of possible activities and events the above prices are indicative and final costings will be provided once all aspects of the intended hire usage and participant numbers are confirmed.

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## Fee & Charges - Fitness Facilities\*

### School Events / Department of Education / Charity or Not-For Profit Organisation Activities

1. Admission costs are as follows;
  - a. Participant: \$5.90
    - i. A participant is any person attending the activity that will be active in exercise
  - b. Spectator/ Parent: \$2.20
    - i. A spectator/ parent is any person attending the activity that will not be active
  - c. Teacher/ Official/ Parent Helper: \$no charge
    - i. A teacher/ official/ parent helper is any person attending the activity for the purpose of assisting the operations of the day. This may include volunteers that form part of the activity coordination and structure. This does not include parents/ spectators that provide assistance randomly or without an on-going responsibility during the activity. The names of Teachers / Officials/ Parent Helpers must be provided to the Facility for use by Facility Staff prior to the activity,
2. Admission fees must be paid upon entry unless the Hirer has requested an invoice.
3. A minimum charge of 70% of the total students indicated on the booking form will be charged if the actual number of children attending is less than this amount. E.g. a Hirer books for 20 students, although only 10 actually attend, the cost of the program will be calculated using 14 students (70%)

### Private Hire and Large Events

1. In the event where the Facility does not receive admission fees, the hire fee for the Group Fitness Room: is \$250 for half a day (4hrs) and \$40 per additional hour afterwards.
2. In the event where participants are charged entry fees, no room hire is charged. Entry fees for groups supplying an own instructor is \$11per person.
3. Gym Floor & Equipment: not available for hire
4. Additional fees may be charged for use of facility equipment, such as; Audio and Cardio equipment

**\*NOTE:** Due to the diverse range of possible activities and events the above prices are indicative and final costings will be provided once all aspects of the intended hire usage and participant numbers are confirmed.

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## Fee & Charges - Other

### General Costing

Due to the diverse range of possible activities and events costings will be provided once all aspects of the intended hire usage and participant numbers are confirmed. Costings will be impacted according to Facility staff requirements, size & duration of the event, day of event and services required.

### Children's Birthday Parties

1. **Non-Swimmers:** General Facility Spectator Fee
2. **Swimmers:** General Entry Fee
3. **Swimmers and Exclusive Slide Use:** \$8 per person, W/- 1 hr exclusive Slide use (min. 10 participants)
4. **Food & Catering:** 20% discount food, drinks and ice-cream

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## Deposits & Cancellation

1. Cancellations must be provided via email [info@macksvillemafc.com.au](mailto:info@macksvillemafc.com.au)
2. A deposit maybe requested from the hirer, should the facility, i) incur an expense prior to the event, ii) the event is large and requires cancellation of existing activities, and / or, iii) the vent is being held on a popular day or time when other potential hirers would wish to use the facility. The deposit amount will be set by the facility on a case-by-case basis.
3. A 50% of deposit cancellation fee will be charged if less than 7 days' written notice is provided prior to cancellation (*email is preferred*). A full refund will be provided to all booking where cancellation has been requested with more than 7 days' notice before the event.
4. Cancellation charges do not apply for activities cancelled due to weather.

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## Catering

Sale, or the organised supply of own food and drinks during an event or activity within the Facility is prohibited, without prior permission from Facility Management.

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## Pool & Lane Allowance

1. The Hirer may request exclusive use of up to 8 lanes in the 50m pool, or up to 3 lanes in the Hydro Pool
2. Partial use of pools can be arranged.

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### **Glass & Glass Containers**

Because of the danger of broken glass, bottles and breakable glass containers are not permitted to be introduced by hirers.

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### **Parking**

Vehicles are not permitted to park in areas other than designated parking areas.

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### **Swimming Attire**

1. All swimmers must wear approved swimming attire
    - a. This includes nylon and lycra materials
    - b. This excludes cotton and, denim and polyester
  2. A swimmer found not to be wearing approved swim wear may be asked to exit the water
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### **Damage/ Cleanliness of the Centre**

1. The hirer agrees to leave the Facility in the same condition that it was found
  2. Any damage to any part of the facility by, or any person belonging to, the User Groups will be the responsibility of the Hirer
  3. If at any time the Facility is left in a damaged condition, then the Hirer will be responsible for the payment of the repairs charge. This fee is payable within 7 working days from issue of invoice
  4. Sticky tape is not be used on painted surfaces (string only).
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### **Noise Control**

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

1. In addition to Facility Staff, the Hirer may be requested to have at least one First Aid qualified person per 100 guests (including; swimmers, officials and spectators) present during the time of the booking. Qualifications may be requested
  2. The Facility has an equipped first aid room and will grant access the Hirers' First Aid officer(s)
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### **Cleaning Charge**

1. The Facility understands that small amounts of cleaning will be required following a booking, therefore the Facility accepts the following;
    - a. Rubbish bins will be provided, and they will be emptied by the Facility as required
    - b. Plastic bags will be provided to the User Group upon request
    - c. General cleaning of grandstand, change rooms and concourse (max 90minutes)
  2. The Hirer agrees to remove any rubbish that is caused by them to a reasonable state
  3. If the Facility is left in an unsatisfactory state and additional cleaning fee will be charged
    - a. Cleaning will be charged to the Hirer at \$35 per hour, minimum of 2 hours
    - b. The fee will be forwarded to the Hirer and is net 14 days
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### **Alcohol**

1. No alcohol is to be brought into the facility at any time. Management reserves the right to remove or refuse entry to any person who has possession of alcohol, is intoxicated, perceived to be intoxicated or behaving in an intoxicated manner.
  2. Breach of this clause may result in ineligibility for subsequent hire.
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### **Evacuation Points**

1. It is the responsibility of the hirer to make users aware of evacuation assembly points in the event of an emergency & that all patrons are to proceed to the designated assembly point and conduct a roll call to determine that all persons are accounted for.
2. A Lifeguard will be available at all times to assist with emergency procedures.
3. Facility Staff will brief hirer and/or activity coordinators at the start of the event, with regard to emergency procedures and exit points.

**NOTE:** Please refer to the emergency evacuation procedures within the Macksville Aquatic and Fitness Centre Emergency Procedures document.

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## Management/ Staff Instructions and Pool Rules

All pool rules and staff instructions issued to patrons must be adhered to in a respectful manner. Failure to comply with this clause may result in the offender being removed from the facility and ineligibility for subsequent hire.

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## Smoking

1. The Facility is a non-smoking environment. The hirer is responsible for ensuring that all persons associated to their event are informed about this policy, and that all efforts are made to enforce a non-smoking environment.
  2. Persons wishing to smoke may do so outside the facility and will be permitted free entry upon returning into the facility.
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## Theft

The Facility nor its employees shall be liable for any loss or damage sustained by the hirer or activity participants, by reason of things being lost, damaged, or stolen.

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## Public Liability

1. The hirer shall provide both public liability and professional indemnity insurance to the value of \$10,000,000. Except for programs developed, and supplied by the facility, such as, children's birthday parties. Programs developed and delivered by the Facility fall within the Facility insurance policies.
  2. The hirer shall indemnify the Facility against all actions, suits, claims and demands that may result from the hirer's activities at the Facility. The Facility is indemnified from all actions, suits, claims and demands that may result from activities related to diving at the facility under the direct instruction/ supervision of the hirer.
  3. The hirer shall provide the Facility with a copy of their insurance currency note prior to the event or booking being undertaken. Should proof of adequate insurance not be supplied, pool management reserves the right to refuse pool hire at any time.
  4. Where the hirer is an educational or governmental organisation and has public indemnity or liability cover; all actions, suits 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 Australian Swimming Coaches & Teachers Association.
  6. A professional indemnity/ public liability policy will be required if the hirer is an accredited Learn to Swim Teacher with either Swim Australia or AUSTSWIM
  7. A professional indemnity/ public liability policy will be required if the hirer is a health and fitness industry professional and intends to use the Facility to supply client services.
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## Child Protection

1. This facility is committed to promoting and protecting the interests and safety of children, and has a zero tolerance for child abuse.
2. The facility will report to the appropriate authority any actions from which children are in need of protection, resulting from; neglect, physical abuse, sexual abuse, domestic violence and psychological harm.
3. The facility staff do not require "*proof*" before a report is made. Facility staff can make a report if they suspect according to "*responsible grounds*".
4. Indicators that represent reasonable grounds to report a suspected child protection offence include:
  - a. A child or young person discloses that he or she has suffered or is suffering non-accidental physical injury or sexual abuse
  - b. Someone else advises you that a child or young person has been sexually abused or non-accidentally injured, or
5. Your own observations of the child or young person's physical condition or behaviours lead you to reasonably suspect that the child or young person has suffered or is suffering non-accidental physical injury or sexual abuse.
6. The facility may request a potential hirer to provide evidence of a NSW Working with Children Check accreditation. Furthermore, this accreditation may be checked for validity independently by the facility. Should this be required the hirer will need to provide specific additional information.