



Date Received: ____/____/____ Office Use Only

AQUATICS FACILITY BOOKING FORM

LESCHENAULT LEISURE CENTRE

Lot 42 Leisure Drive AUSTRALIND WA 6233

Telephone: (08) 9797 4000

www.llc.com.au

Email: llc.bookings@harvey.wa.gov.au

HIRER'S DETAILS

Organisation Name: _____

Contact Person: _____ Secondary Contact: _____

Mobile: _____ Phone: _____ Mobile: _____ Phone: _____

Email: _____ Email: _____

Postal Address: _____ Postal Address: _____

PAYMENT DETAILS (You must complete this section)

Option 1: To be invoiced

- Name of organisation to be invoiced: _____
- Email address of Organisation: _____

Option 2: Pay on Arrival

- In Full Weekly

BOOKING DETAILS

Description of Event: _____

Permanent Booking: Yes No Day: Mon Tue Wed Thu Fri Sat Sun

Times Required: Start: _____ AM | PM Start Date: ____/____/____ End Date: ____/____/____

Finish: _____ AM | PM Dates NOT Required: _____

Number of Participants: _____ (e.g. school holidays) _____

FACILITY & EQUIPMENT REQUIRED (Please note prices are subject to change)

Number of Lanes Required: _____ Lifeguard Required? Yes / No (If yes) Lifeguard fees will apply.

Pool Side Training Room: Tables: _____ Chairs: _____ Whiteboard: Yes / No

CENTRE OPENING HOURS

1 st October – 31 st March (Summer time)		1 st April – 30 th September (Winter time)	
Mon - Thu	5.45am – 8.00pm	Mon - Thu	5.45am – 8.00pm
Friday	5.45am – 7.00pm	Friday	5.45am – 7.00pm
Saturday	8.00am – 5.00pm	Saturday	8.00am – 4.00pm
Sunday	10.00am – 5.00pm	Sunday	10.00am – 4.00pm
Public Holidays	8.00am – 12.00pm	Public Holidays	8.00am – 12.00pm

IMPORTANT

Will the general public be involved? Yes No Numbers Expected: _____

Will an entrance fee be charged? Yes No If YES, Council Approval must be sought

Is this a fundraising event? Yes No Which organisation will benefit? _____

All changes to bookings must be put in writing to bookings@llc.com.au

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GENERAL INFORMATION

What will you be bringing into the Centre: (e.g. PA. extra lighting, advertising banners etc.)

Letter of compliance for electrical equipment attached? Yes No

General Information - please supply any other information about your booking and any additional requirement:

CATERING

Do you require catering for your function? Yes No *If YES, our Food & Bev Coordinator will contact you shortly*

LLC food & beverage department is able to cater for your function. A number of catering options are available.

FOOD & ALCOHOL

"The Food Act 2008 is now in force in WA. As a result all hirers that serve or prepare, supply and/or sell food on the premises of the Leschenault Leisure Centre and Recreation Park MUST provide evidence attached to the booking application that the hirer and/or contracted catering company is registered with their local authority under the provisions of the Food Safety Standards."

Will liquor be **consumed** during the event/activity? Yes No

Will liquor be **sold** during the event/activity? Yes No *If YES, Liquor Licence must be attached*

Will food or soft drinks be for sale during the event/activity? Yes No

CAMERAS & VIDEO EQUIPMENT - Written permission must be sought from the Centre Manager

Are you allowing your members to take photos and video footage during your booking? Yes No

PUBLIC LIABILITY INSURANCE

The Shire of Harvey will not be responsible for any injury suffered by either participant or non-participant members of the group while using facilities: whether the injury be self-inflicted; caused by another member of the group; or caused by another person not associated with the group. The Shire of Harvey will not be liable in any way for any loss of, or damage to the property of the members of the group, whether members or non-members of the group cause the loss or damage. The above does not apply to the extent that any injury, loss or damage is caused or contributed to by the wilful negligence or other unlawful act of omission of the Shire of Harvey or any of its employees, officers, agents or contractors. **Please sign as having received a copy of the 'Conditions of Hire – Leschenault Leisure Centre and agreeing to abide by the listed conditions.**

Signature: _____ Date: _____

PLEASE NOTE: This form is a booking request only.

Your booking will not be confirmed until you are contacted by the LLC Bookings Officer.



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CONDITIONS OF HIRE

INSURANCE

The hirer will need to provide their own Public Liability Insurance to a minimum amount of TWENTY MILLION DOLLARS (\$20,000,000) any one occurrence. In addition clubs and organizations that provide any form of paid or voluntary instruction or coaching during the period of hire must have adequate Professional Indemnity insurance in place to cover their own coaches or instructors. (Please provide proof of your insurance with this application).

DISCLAIMER

The Shire of Harvey will not be responsible for any injury suffered by either participant or non-participant members of the group while using facilities: whether the injury be self-inflicted, caused by another member of the group, or caused by another person not associated with the group.

The Shire of Harvey will not be liable in any way for any loss of, or damage to the property of members of the group, whether members or non-members of the group cause the loss or damage.

The above does not apply to the extent that any injury, loss or damage is caused or contributed to by the willful negligent or other unlawful act of omission of the Shire of Harvey or any of its employees, officers, agents or contractors.

SUPERVISION

The hirer will be responsible for the supervision and control of their group whilst at the Centre. A responsible adult must supervise children's groups. Where there are both boys and girls in the group, they must be accompanied by at least one male and a one female supervisor. Supervisors are obliged to accompany the children in their care in all areas of the facilities being used, including the changing rooms. Children's groups using the pool are required to have at least one supervisor per 15 children in their care. For children under 5 the ratio is one supervisor in the water to one child in the water. Supervisors are to ensure that all children shower before entering the pool. Supervisors of all groups using the pool should have obtained the Bronze Medallion Qualification as a minimum.

WORKING WITH CHILDREN CHECK

The *Working with Children Check (Criminal Record Checking) Act 2004* aims to protect children from harm by providing a high standard of compulsory national criminal record checking for people wishing to do paid, unpaid or volunteer child related work.

The Working with Children Check (WWC Check) is a requirement for individuals in child related work. Any user group who hire the Leschenault Leisure Centre and Recreation Park facilities and are working with children are responsible for ensuring that all persons involved in child-related have a valid Working with Children Check card or qualify for an exemption.

CONDITIONS OF FACILITY AND EQUIPMENT

The hirer will be responsible for maintaining the condition of the facility. It is the responsibility of the hirer to ensure all litter is picked up and placed in the correct receptacles at the end of the booking. The use of nails, hooks, staples or any other fixing device is prohibited. Failure to leave the facility in an acceptable condition may incur additional costs for extra cleaning staff or cancellation of future bookings.

ELECTRICAL EQUIPMENT

Hirers are not permitted to bring into the Centre any electrical equipment unless a letter of compliance by an electrician is attached to the booking application stating that the appliance has been checked in accordance with AS3760.

SMOKING

Users are reminded that the Centre is a no smoking venue.

FOOD AND BEVERAGE

Eating or drinking is only allowed in the area surrounding the servery. Food and drink is prohibited on all playing surface areas of the centre. Water bottles with re-sealable lids are permitted.

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KEYS / SECURITY

Regular users and affiliated clubs may apply for a key and will be issued with a security code. The alarm must be set by a responsible person when departing the centre. Failure to set the alarm or entry in any other area of the centre will result in a call out by Security which will be charged to the hirer.

BOOKINGS

All bookings must be on the official application form. Booking times must be adhered to so that all groups can use the centre on an equal basis. Setting up and packing up time should be booked and paid for, as other groups cannot use this time. Groups that do not adhere to their booking times will be charged for the extra time used and may put future bookings in jeopardy.

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BONDS

A bond and key bond as per the fee schedule will be applicable to all bookings. The bond is held against the following: damage to the building or equipment, additional cleaning or breach of the conditions of hire.

DRY AREA BOOKINGS

Groups that book the Sports Hall, Function room, conference room, or group fitness room must have a responsible adult overseeing all activities. All clubs storing equipment on LLC premises are strongly advised to insure their own equipment and that all fridges on premises are to be left unlocked.

PROVISION OF TABLES AND CHAIRS

Please note that the centre has a limited number of tables and chairs for hire. Please discuss requirements at the time of making of your booking. Provision of extra tables and chairs is the hirer's responsibility.

AQUATIC AREA BOOKINGS

Schools accepting aquatic education teaching responsibilities are reminded:

- a) Student/staff ratio must be in accordance with 'Guidelines for Safe Pool Operation'.
- b) A copy of Public Liability Insurance for a minimum of \$20 million must be attached to the booking form.
- c) Teachers must attach a copy of their AUSTSWIM if qualified however, CPR and First Aid certificates are mandatory.

Groups accepting aquatic supervisory responsibilities are reminded:

- e) Student/staff ratio must be in accordance with 'Guidelines for Safe Pool Operation'.
- f) A copy of Public Liability Insurance for a minimum of \$20 million must be attached to the booking form.
- g) Supervisors must attach a copy of their CPR and First Aid certificates to the booking form.

DAMAGE

Any breakage of equipment due to misuse or incorrect use is the responsibility of the hirer. Please report any broken or non-working equipment to Centre staff.

BOOKING FEES

For bookings outside normal hours an additional Duty Managers fee may be charged. Full payment is required on the day of the booking prior to the use of the Centre unless otherwise arranged. Accounts will be sent out for regular bookings each month. Cheques should be made payable to "Shire of Harvey."

CANCELLATIONS

All bookings that are not cancelled with 24 hours' notice will be charged at the full rate. Hours used above booked time will also be charged at the full rate.

CONSUMPTION OF ALCOHOL ON PREMISES

Alcohol is not generally permitted in the centre, except in circumstances approved by the Manager and subject to the provisions of the liquor Control Act 1988. Alcohol is not permitted in any circumstances in the Aquatics area. Permission to consume liquor in areas other than the aquatics area must be obtained in writing from the Centre Manager. If alcohol is to be sold the appropriate license must be attached to the booking application.

BEHAVIOUR

The Manager or Duty Officer shall have the right to expel any person or group using the facilities, should their action or conduct be considered prejudicial to the proper use of the Centre. Future bookings may also be cancelled and a fine imposed under the Council's local laws.

MEDICAL / FIRST AID

The Centre strongly recommends that you see your doctor if you have any doubts in your mind whatsoever regarding the participation of any activities, by any member of the hiring group, in the Leisure Centre.

Should any injured person require first aid, please contact a member of staff at the Centre. The Centre staff will call emergency services should they deem it necessary. Injured parties will be liable for any costs that may result. Users are strongly advised to be members of the Ambulance Service. All groups are responsible for bringing a list of appropriate medical conditions for all participants each time they enter the facility.

EMERGENCY PROCEDURES

If evacuation is required centre staff will warn people to evacuate. You must follow the instructions of staff at this time and leave the building.

CAMERAS / VIDEO EQUIPMENT

Cameras and video equipment are not to be used in the Centre unless prior written permission has been sought from the Centre Manager.

I have read, understood and agreed to the conditions of hire.

Name: _____ **Signature:** _____ **Date:** _____