

## SWIMMING POOLS BOOKING FORM & CONDITIONS OF HIRE

<b>USER GROUP DETAILS</b>			
User Group Name:			
Contact Name:			
Postal Address:			
Phone:		Mob:	
Fax:		Email:	

<b>BOOKING DETAILS (Please tick relevant)</b>							
Venue:	<input type="checkbox"/> Mudgee	<input type="checkbox"/> Gulgong	<input type="checkbox"/> Kandos				
Date Range:							
Day:	<input type="checkbox"/> Mon	<input type="checkbox"/> Tues	<input type="checkbox"/> Wed	<input type="checkbox"/> Thurs	<input type="checkbox"/> Fri	<input type="checkbox"/> Sat	<input type="checkbox"/> Sun
Time:							
No. of participants:	Children:		Teachers:			Instructors:	
	Adults:		Supervisors:			Other:	
Outline activities to be undertaken:	<input type="checkbox"/> Learn to Swim (LTS)	<input type="checkbox"/> School Sport		<input type="checkbox"/> Triathlon		<input type="checkbox"/> Lifesaving	
	<input type="checkbox"/> Carnival	<input type="checkbox"/> Fitness Class		<input type="checkbox"/> Club/Group Training		<input type="checkbox"/> Other	
Special Requirements:	<input type="checkbox"/> Shallow End for LTS		<input type="checkbox"/> Require lane with pool edge			<input type="checkbox"/> Other	
Other (please specify):							

<b>INSURANCE</b>			
Council requires evidence of your current Public Liability Policy, identifying and naming Mid-Western Regional Council or 'any local government where the activity is taking place', with a cover of at least \$20 million.			
Public Liability Insurer:		Expiry Date:	

<b>QUALIFICATIONS</b>			
Council requires evidence of your current relevant qualifications. Attach copies.			
First Aid:		Expiry Date:	
Qualification:		Expiry Date:	
Qualification:		Expiry Date:	

**CHECKLIST & DECLARATION**

Please tick. Any required documentation not provided will delay the processing of your application.

	I have attached a copy of my public liability policy.		
	I have attached copies of my qualifications.		
	I confirm the details I have given are correct.		
	In signing this form I acknowledge that I have read and accepted the 'User Agreement' attached.		
Signature:		Date:	

**OFFICE USE ONLY**

<i>Fee Payable:</i>		<i>Invoice no.</i>	
<i>Date Paid:</i>		<i>Receipt no.</i>	
<i>Booking Entered into system</i>		<i>Confirmation Sent:</i>	

**MID-WESTERN REGIONAL COUNCIL CONTACT DETAILS**

Address:	86 Market St, Mudgee NSW 2850		
Postal Address:	PO Box 156 Mudgee NSW 2850		
Website:	<a href="http://www.midwestern.nsw.gov.au">www.midwestern.nsw.gov.au</a>		
Email:	<a href="mailto:council@midwestern.nsw.gov.au">council@midwestern.nsw.gov.au</a>		
Phone:	(02) 6378 2850	Fax:	(02) 6378 2815

## USER AGREEMENT

1. It is the hirer/users responsibility to ensure they have written confirmation and that the details are correct.
2. Bookings will be confirmed once full payment is received in writing within 14 days, if confirmation hasn't been received it is the Hirer/Users responsibility to contact management to confirm booking request.
3. Any cancellations must be put in writing to Council and the Pool Coordinator notified 24 hours prior to the booking or full fees will be charged.
4. Due to unforeseen circumstances i.e. thunderstorms if a booking has to be cancelled an alternative date can be arranged with MWRC Pool Coordinator.
5. MWRC requires sporting clubs, schools and other organised groups to obtain public liability insurance. Documental evidence of appropriate public liability insurance indemnifying MWRC against all claims arising from the booking and subsequent use of the facility to the value of \$20 million is required.
6. Provider Hirers such as Physiotherapist, Personal Trainers & Rehabilitation Therapists need to provide Council with a copy of their relevant qualifications and insurances.
7. Hirer/Users are responsible for the insurance of their own equipment or supplies. MWRC will not allocate any storage space for such equipment.
8. Hirer/Users must show respect and common courtesy for other user groups within the facility or persons on premises.
9. Hirer/Users must be aware of and enforce the Condition of Entry to the facility they are hiring.
10. Hirer/Users are responsible for the behaviour of all persons attending their function or activity.
11. MWRC Pool Coordinator will liaise with hirer/user representative and advise of allocated area.
12. Hirer/user representative must ensure all reasonable direction given by MWRC pool staff is obeyed.
13. Staff may refuse entry to any person/s if they believe they are under the influence of alcohol and/or drugs. Staff may direct any person/s to leave the facility if they believe they are under the influence of alcohol and/or drugs.
14. Smoking is not permitted in the facility.
15. Alcohol is not permitted in the facility.
16. Glass is not permitted in the facility.
17. Animals (with the exception of registered guide dogs) are not permitted to enter the facility
18. If hirer/user is not complying with conditions, MWRC Pool Coordinator may direct them to leave; if they become violent the Pool Coordinator may contact the Police.
19. The hirer/user will be liable for any costs due to any damage incurred to the pool facilities.
20. At the end of the function/session the hirer/user shall ensure all group members leave the facility and leave the area in a clean and tidy condition.
21. All activities must finish on time. Hirer/users must allow set up and pack up of equipment to be incorporated into their booking period.
22. Hirer/users must ensure their members/ participants pay before entering or if a season ticket holder, sign in before entering.
23. Hirer/user must sign the attendance register prior to and at the end of each session – located at the entrance if applicable.
24. All groups must be aware of MWRC emergency evacuation and risk management plans.
25. All school groups attending the facility for unstructured fun days/sports days are required to identify non swimmers and swimmers prior to arrival at the facility and provide appropriate supervision of non-swimmers.
26. School teachers are responsible for the supervision and conduct of the students during the school bookings.
27. Spectator fees apply to all bookings. Upon completion of the lesson participants and their carers must pay entry fees to stay / swim at the facility.
28. Swim Clubs – Each participant must sign the register or pay before entry and enter via the front entrance, a nominated swim club member will ensure all participants sign out upon leaving the facility. No entry is permitted via the back gate.
29. Swim Clubs – The club is entitled to hold meetings outside regular pool hours, however they must notify Pool Coordinator prior to meeting.
30. Swim Club is responsible for the safety of its members, including the provision of first aid, qualified pool attendants and safe evacuation if required during swim club nights and meetings. A copy of qualifications, insurances and risk management plans must be submitted to Council prior to season commencing.
31. Swim Club is responsible for securing swimming pool at the conclusion of meetings and club nights and clearing of all rubbish.
32. The use of the diving boards are not permitted.
33. Any incident/s requiring first aid must be reported to the MWRC pool staff immediately.
34. MWRC must approve all promotional and fundraising activities / sales relating to the hire.
35. MWRC must approve the sale of food prior to hire booking.
36. All bookings will not be confirmed until payment is made in full.

\_\_\_\_\_ hereby acknowledge and agree to abide  
by the above conditions;