

Aqua Jetty Dry Booking Application

School/organisation:		Contact person:	
Address:		Phone:	Mobile:
Suburb:	Postcode:	Email:	

Booking type: *(please tick)*

<input type="checkbox"/> Ongoing	<input type="checkbox"/> One-off
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Facilities required: *(please tick)*

<input type="checkbox"/> Indoor Sport Court	
<input type="checkbox"/> RPM Room	
<input type="checkbox"/> Group Fitness Room	

Payment: *(please tick)*

<input type="checkbox"/> Pay on arrival	<input type="checkbox"/> Invoice
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Booking details

Day	Start date (dd/mm/yy)	End date (dd/mm/yy)	Start time	Finish time	No. of supervisors	Approx. no. of participants
Wednesday	17/04/23	10am	2pm	1	21	21

If more lines required please attach separate sheet.

I/We of the above-mentioned school/organisation have read, understood and accept the terms and conditions as outlined on this form and agree to uphold them for as long as the term of this agreement. I/We will not hold Aqua Jetty, City of Rockingham and its agent or employees liable for any personal injury or loss of property.

Name: _____ Signature: _____ Date: _____

OFFICE USE ONLY:

Space Available: YES / NO	Approved: YES / NO	Booked in Links: YES / NO	Confirmed Booking: YES / NO
Pool Entry Fee:	Facility Hire:	Water Volleyball:	Slide:
Additional Lifeguards:	Café Required: YES / NO		Café Notified: YES / NO
Invoicing Team Notified: YES / NO			Reception Notified: YES / NO
Payment: Invoice / Pay on Day		Total Fee Due:	

TERMS AND CONDITIONS

General

1. All applicants must sign and return a booking form **PRIOR** to commencement of hire.
2. Use of the facility is at your own risk.
3. This form is considered a request until signed off by Bookings Officer.
4. Aqua Jetty can refuse an application for hire without assigning any reason for refusal.
5. The signing of this 'Facility Booking Details' form, by a representative, on behalf of the school/organisation, indicates an acceptance, by the school/organisation, of the costs, charges and Terms and Conditions associated with the booking.
6. Payment must be made within 14 days of receipt of invoice. If payment is not made within 28 days legal action may be taken.
7. Groups must give a minimum of seven (7) days written notice to the Bookings Officer of any exclusion/cancellations not included in your booking. Failure to comply with this requirement will result in the designated hire fee being charged against your group.
8. Any hire fees paid for booking **WILL NOT** be refunded.
9. Bookings cancelled by management due unforeseeable circumstances and conditions will be re-booked for another date, adjusted charges may apply.
10. It is recommend that the school/organisation accurately calculate the number of participants attending each session, as extra teachers/lifeguards/water space may not be available at short notice should numbers increase. Schools/organisations should note that charges will be calculated on the actual number of participants attending. It is a requirement that schools/organisations sign in at reception on arrival.
11. Management reserves the right to cancel bookings and/or change facility/ lane allocation.
12. "Free swimming time" is not permissible at any time. Unless cleared by the Pool Supervisor.
13. In accordance with Guidelines for Safe Pool Operation: Dive entries may only be performed in the deep end of the 50 metre with a supervising instructor.
14. Aqua Jetty is a smoke free venue. There will be **NO SMOKING** in any part of the centre or within 5 metres of its perimeter by any person at any time.
15. All areas accessed by the school/organisation must be left clean, tidy and free of rubbish.
16. An adequate number of qualified supervisors are needed for all bookings.
17. Please note that setting up and packing away must be done **within** the time of hire stated on the booking request form. Should your group continue beyond the time stated, and extra hire charge will apply and charged in 30 minute intervals.
18. The Aqua Jetty will not be responsible for any loss, damage, or injury to you and those in your care and minors accompanied by you which arises from negligence of its servants, agents, independent contractors, voluntary workers, other users of the facility or participants in the activities or spectators or other parties providing services through or in the facilities of the Aqua Jetty.
19. Anyone found causing wilful damage to any Centre property, or found to have removed or misused Centre property may be charged to the full extent of the law.
20. Damage to Centre property shall be paid for by any person(s) who wilfully or negligently causes such damage. Person(s) are responsible for damage incurred by dependent guest/children.
21. For any damage discovered prior to booking, please report to reception. This will ensure that your group will not be held responsible.
22. All groups are to maintain and keep good order and decent behaviour at all times.
23. The consumption of alcohol on the premises is strictly prohibited.
24. Conditions and guidelines may be changed by the Management without notice.

Other User Groups

25. Organisations accepting aquatic supervisory responsibilities are reminded:
 - a) Student/staff ratios must be in accordance with 'Guidelines for Safe Pool Operation'. Non School groups must adhere to the appropriate ratios:
 - i) Ratio of 1:4 for children under the age of 5
 - ii) Ratio of 1:10 for children under the age of 11
 - iii) A minimum of every third supervisor is required to hold additional training in the form of First Aid, Bronze Medallion, CPR or any other relevant courses.
 - b) Student/staff ratios for Dry Programs listed below must be adhered to for safe operation. Non School groups must adhere to the appropriate ratios:
 - i) As per "Kids in Gym Guidelines" there must be 1 instructor to 25 or less children for ALL Group Fitness based bookings. User groups must provide active supervision to the same ratio.
 - ii) Ratio of 1:10 for ALL Health Club based bookings.
26. Copies of other qualifications may be required depending on group activities.
27. Groups are reminded to stay within the parameters of their booking with regards to time and allocated space so as not to impinge on other user groups.

NB: If there are any questions in regard to the above terms and conditions please contact the centre on 08 9591 0888