

Aquatic Venue Booking Form

Schedule

Hirer Details: Name of Organisation	Name: ABN: Address:		
Contact Person(s)	Contact name: Position: Email address: Phone number:		
Accounts Department details for invoices	Contact name: Position: Email address: Phone number:		
Public Liability with a minimum coverage of \$10 million expiry date	Insurer details: Policy number:		
South East Leisure Premises	<p><i>Please select the South East Leisure venue you wish to hire.</i></p> <input type="checkbox"/> Dandenong Oasis at Heatherton Rd &, Cleeland St, Dandenong VIC 3175 <input type="checkbox"/> Noble Park Aquatic Centre at 9 Memorial Dr, Noble Park VIC 3174		
Number of attendees	Adults: Children (<18 years of age):		
Booking Fee details	Upon completion of the Venue Booking Form a formal quotation will be provided in writing by South East Leisure.		
Payment Method	<input type="checkbox"/> Payment in advance <input type="checkbox"/> Upon receipt of invoice (credit application form will be required)		
Deposit/Bond:	Type: Deposit / Bond	Amount:	Date Paid:
Required Documents	<p>The Hirer must provide the following, in any form required by South East Leisure, before entry into this Agreement.</p> <ol style="list-style-type: none"> 1. Certificates of Currency for any insurance; 2. Working with Children Checks for each adult supervising, volunteering or employed by the Hirer that will be at the South East Leisure Premises. Copies are to be provided on request. This includes Working with Children Number and Expiry Date. 		

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AGREEMENT			
<input type="checkbox"/>	I have read and understand the Terms & Conditions outlined in this Booking Form and on behalf of the organisation, agree to ensure all requirements are met.		
<input type="checkbox"/>	I understand that the booking isn't confirmed until South East Leisure provide a signed copy of this Booking Agreement to the Hirer.		
<input type="checkbox"/>	I understand and agree to the Safeguarding Children commitment and requirements as outlined in this Booking Form. Work with Children Check (WWCC) details have been provided for every adult supervisor working or supervising a child.		
<input type="checkbox"/>	I hold public liability insurance with cover of \$10 million. Attached relevant Insurance Certificate of Currency		
<input type="checkbox"/>	I understand and agree that the information collected within this Booking Agreement is subject to the South East Leisure Privacy Policy.		
Hirer Name		South East Leisure Name	
Hirer Signature		South East Leisure Signature	
Date		Date	



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General Booking Form

BOOKING DETAILS							
Date	Start Time	Finish Time	Area/Room	Lanes	Attendees	Staff On-Site	On-Site Contact Person

EQUIPMENT REQUIRED	
<input type="checkbox"/> Tables (quantity):	<input type="checkbox"/> Pool Accessories (kickboards, noodles):
<input type="checkbox"/> Chairs (quantity):	<input type="checkbox"/> PA System
<input type="checkbox"/> Starting Blocks	<input type="checkbox"/> Projector
<input type="checkbox"/> False Start Rope	<input type="checkbox"/> Other (specify):

OTHER AREAS	
<input type="checkbox"/> Café (minimum spend):	<input type="checkbox"/> Grandstand
<input type="checkbox"/> Change Rooms	<input type="checkbox"/> Grassed Area



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Schools Swimming Lessons Form

PROGRAM STRUCTURE

- Swimming Lessons (Sessions 1-7) - Classes conducted within small ability based groups. Each class aims to improve student's water safety, personal survival, aquatic balance, body orientation and stroke development.
- Optional: Water Safety Day (Session 9) - This session will provide essential water safety skills, including rescues, life jackets, simulated open water experiences & more. These activities aim to increase student's awareness of water safety issues and encourage them to 'Play it Safe by the Water'. Information flyer can be provided with further information.
- Optional: Fun Day (Session 10) - A fun based interactive session where students will be challenged by a range of rotating activities such as the Tarzan rope, a fun area or the inflatable.

BOOKING DETAILS

Date	Session(s) – Populate the amount of students for each session						Preferred Ratio				Year Level	Number Staff On-Site	On-Site Contact Person
	9:30-10:10	10:15-10:55	11:00-11:40	12:20-1:00	1:05-1:45	1:50-2:30	1:7	1:8	1:9	1:10			

Please note: Minimum of 3 sessions per day is required for booking. Where less than three sessions, additional fees apply.
Teachers must remain pool side at all times to provide supervision.

FINAL CONFIRMATION

Final minimum program numbers for all bookings must be confirmed 15 working days prior to program commencement. This enables Swimming and Water Safety teachers to be rostered to the ratio requested.	Due Date:
Master Class Lists must be completed and returned 10 working days prior to booking commencement. Please ensure the following is completed for each student: 1. First and last name / 2. Grade / 3. Medical, Access, Behavioural Information	Due Date:

Terms and Conditions

1 General Terms and Conditions

The Hirer agrees to the following:

- 1.1 Not use or bring dangerous or inflammable material on South East Leisure premises;
- 1.2 Not use or bring offensive material on South East Leisure premises;
- 1.3 Not smoke in any indoor part of the South East Leisure Facility and any outdoor areas so designated.
- 1.4 Not bring or sell any alcohol on South East Leisure premises;
- 1.5 Not obstruct or prevent South East Leisure staff, visitors or other patrons from using common areas;
- 1.6 Ensure that noise levels are maintained to an acceptable level and not disrupt other users of South East Leisure premises, as well as, surrounding residents and businesses.
- 1.7 Ensure that South East Leisure premises is returned to its original set up after use, this include remove, clean and dispose of all rubbish at the end of using South East Leisure premises.
- 1.8 Liable for any repair or damage caused by the negligence of the Hirer or its staff, volunteers or visitors;
- 1.9 Notify South East Leisure if the Hirer wishes to make changes to the details set out in the Booking Form;
- 1.10 Use South East Leisure premises for the purposes and at the times set out in the Booking Form;
- 1.11 Comply with all laws and code of conduct applicable to the South East Leisure premises.
- 1.12 Not use mobile phones or cameras within the change areas located at the South East Leisure Premises, this extends to Hirer, its staff, volunteers, visitors, participant and/or spectators **(Hirer Attendees)**.
- 1.13 The Hirer and the Hire Attendees must comply with any reasonable direction provided by South East Leisure Staff.
- 1.14 The Hirer must ensure participant behaviour contributes to the maintenance of safe and enjoyable environment for all. Any behaviour not meeting South East Leisure expectations may result in expulsion from the premises,
- 1.15 Additional attendees above the maximum specified in the Booking Form may not be permitted entry due to ratios and venue capacity.
- 1.16 The Hirer must provide details of issues (medical or otherwise), that may impact a Hire Attendees involvement in an activity. If any information is provided to South East Leisure then will be treated confidentially and for the purpose of supporting the individual to participate in the relevant activity,
- 1.17 Ensure that Hirer Attendees comply with COVID-19 restrictions and requirements;
- 1.18 Display respect and courtesy of staff at all times;
- 1.19 Neither the Hirer nor the Hirer Attendees may sell food and beverages on the South East Leisure premises.
- 1.20 Must not collect any monies in or adjacent to the venue or surrounding grounds, this includes fundraising;
- 1.21 Must not broadcasting, filming, recording or photography without prior written approval from South East Leisure Management and the relevant licensing authorities; and/or
- 1.22 Must not re-hire, sub-let, the premises to any other third party.

2 Booking Fee and Cancellation

- 2.1 The Hirer agrees to pay the Booking Fee. Bookings are not confirmed until the Booking Fee is paid, and written confirmation is provided by South East Leisure. Payment can be paid on the day prior to the booking date.
- 2.2 There will be additional charges if any of the following circumstances apply:
 - a. Where keys or a security pass is lost then the Hirer will cover relevant replacement charges; and/or

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- b. Where the premises is not cleaned or does not meet reasonable standards then the Hirer will be required to cover cleaning expenses.
- 2.3 Where preferred dates are unavailable, South East Leisure will contact the nominated representative for the Hirer to consider alternative arrangements. If alternative arrangements cannot be made, then South East Leisure will return the Booking Fee within 10 business days of this decision being made.
- 2.4 All cancellations must be made in writing at least 10 business days prior to your booking date. Any cancellations made more than 10 business days prior to the booking will be refunded. Where cancellations are made within 10 business days of the booking, then 50% of the total booking payment will be refunded. Cancellations made with less than 5 business days notice will not be refunded.
- 2.5 Amendments to bookings must be in writing at least 5 business days prior to the booking date. South East Leisure will endeavour to facilitate booking amendments, any changes may attract additional charges.
- 2.6 Where booking fees are invoiced, full payment must be received with 10 business days of the invoice. If payment is not made within this period, South East Leisure reserve the right to cancel any future bookings until payment is received.
- 2.7 South East Leisure reserves the right to adjust facility allocations.

3 Qualifications and Safeguarding Young People

- 3.1 South East Leisure is committed to the safety of all participants. South East Leisure has a zero tolerance policy against child abuse and is committed to ensure that our premises are safe for children, participants, staff and visitors. Prior to coming onto South East Leisure premises the Hirer must:
 - a. Ensure all its employees or volunteers conducting programs or supervising children while at South East Leisure premises must hold a valid Working With Children Check. Details of the Working with Children Checks must be provided prior to the booking.
 - b. The Hirers must ensure employees and volunteers conducting programs on behalf of the Hirer, hold valid qualifications applicable to the activities being conducted. Copies of qualifications are to be provided on request.
 - c. Ensure that Hirer' Participant agrees to comply with the Child Safety Policy/Commitment of Statement.
 - d. comply with all Relevant Legislation relating to the employment or engagement of child-related personnel in relation to their services, including the Victorian Child Safe Standards.
 - e. Ensure that Working with Children Checks are obtained and remain current and that all child-related personnel continue to comply with all relevant legislation for the duration of their involvement in the child-related services.
 - f. Identify and manage the risk of harm or abuse to children and vulnerable people in undertaking their services.
 - g. Provide training and implement a compliance regime for persons undertaking child related work.
 - h. Notify SEL of any failure to comply with relevant legislation, including the Victorian Child Safe Standards.
- 3.2 For more information on SEL's commitment to Safeguarding Children and Vulnerable people, refer to www.southeastleisure.com.au/safeguarding.
- 3.3 The Hirer acknowledges that South East Leisure staff may request that any individual to leave the premises if their behaviour is considered dangerous, unacceptable or fails to hold relevant qualifications and checks.

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4 Supervision & Watch Around Water Policy

- 4.1 This clause 4 applies for any activity in South East Leisure aquatic premises.
- 4.2 The Hirer agrees that any children under 10 years of age must be accompanied into the premises by a responsible adult over the age of 16 years and actively supervised at all times while at South East Leisure premises. If the children is under 5 years then that child must be accompanied into the venue by a responsible adult over the age of 16 years and be supervised within arm's reach at all times while in the premises.
- 4.3 For the purpose of this Booking Form:
- (a) *Active supervision*: requires responsible adult to be positioned for an immediate uninterrupted response to the aid of the child including unannounced entry to the water.
 - (b) *Arms reach*: requires the responsible adult to be positioned to respond to the child with only an arms reach. You should not be responsible for more than 8 children under the age of 10 years or 4 children under the age of 5 years.
 - (c) Adult supervision is required in and around change rooms when in use by group, a minimum one female and one male for each change room where both male and female people are attending the booking. Adult supervision is required at entry point to monitor student egress.
- 4.4 Where a dive entry may be required, the Hirer is responsible for informing the Hirer Attendees of the water depth of the pool they will be diving into. Only students who have been taught to dive by a suitably qualified instructor are to perform a dive entry. Students who have not been assessed by a qualified person are not permitted to perform a dive entry.
- 4.5 Prior to a dive entry being performed, the Hirer must ensure that relevant safety requirements, precautions and safety information are provided to the students/individuals performing the dive entry.

5 Equipment

- 5.1 If the Hirer supplies equipment to use the South East Leisure premises the Hirer is responsible for its equipment. South East Leisure accepts no liability for theft or damage to the Hirer's equipment.
- 5.2 The Hirer is responsible for ensuring that all its belongings and equipment are removed at the end of the hire period. South East Leisure does not guarantee retention or safety of anything left on its premises.

6 Safety

Hirers and its Attendees while at South East Leisure premises, must:

- 6.1 comply with applicable laws and South East Leisure safety standards, policies and reasonable requirements that is made available to the Hirer;
- 6.2 take all measures necessary to protect people and property;
- 6.3 avoid unnecessary interference with the passage of people and vehicles;
- 6.4 prevent nuisance and unnecessary noise and disturbance;
- 6.5 Supply appropriate First Aid Kit;
- 6.6 Ensure that Hirer appropriately supervises any accompanying child or an individual with a disability during the hire period; and
- 6.7 The Hirer is responsible for reporting any identified hazards immediately to South East Leisure staff. The Hirer must take reasonable steps to identify, prevent and respond to any hazards during the hire period

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7 Emergency Management

Hirers and its Attendees while at South East Leisure premises, must:

- 7.1 Should it be necessary to evacuate the premises in the event of an emergency or for whatever reason, then the Hirer must ensure that the Hirer Attendees follow the directions provided by South East Leisure or emergency services, and immediately evacuate the premises in an orderly fashion. The Hirer must comply with the Plans and Assembly Point locations available at each South East Leisure premises;
- 7.2 The facility or part thereof may no longer be operational following an emergency, and relocation to an alternative location may be required until the affected area is restored. Less serious emergencies, which may not result in urgent evacuation but nonetheless may affect the ability to continue with normal operations;
- 7.3 The Emergency Control Organisation (ECO) consists of a Chief Warden, Area Wardens, First Aid Officers and Floaters/Runners and will activate in the event of an emergency.

8 Security

- 8.1 South East Leisure reserves the right to make security a requirement for bookings, setting the amount of security and times. Where security is required, this will be confirmed through the booking process and any costs associated with security included in the booking fee.
- 8.2 Where required, a minimum of two security guards will be deployed at a ratio of no more than 100 persons to 1 security guard.
- 8.3 The amount of persons attending will be capped and no persons above this cap will be permitted entry. The maximum number of persons in attendance must be confirmed in writing through the booking form, any alterations to numbers must be submitted in writing and South East Leisure reserves the right to decline any alterations. No changes can be made within 10 business days of the booking.

9 Privacy

- 9.1 South East Leisure is collecting the personal information requested on this form for the purpose of assessing and processing your request to hire the premises. The collection, use, handling and disclosure of personal information is conducted in accordance with South East Leisure's Privacy Policy located www.southeastleisure.com.au/privacy-policy.

10 Insurance and indemnity

- 10.1 The Hirer must hold a public liability insurance policy for the value of \$10 million.
- 10.2 The Hirer indemnifies and keeps indemnified South East Leisure against all losses, expenses, liabilities, claims and damages incurred as a result of or arising out of the hiring of the premises caused by any act or omission of the Hirer or Hirer Attendees.