

Pool Party Booking Form

Contact Details:

Surname:	Parent:	Child:
Address:		Postcode:
Contact Number:		
Email:	Age of Participants:	Number of Participants:

All children must be 6 years and older for usage of pool inflatables.

Can all children swim?

Please ensure that each attending member of the party group can swim 12.5meter without aid, a swim test will be conducted prior to the start of the party.

A \$40 non-refundable deposit must be paid when making your booking.

Remaining balance can be cleared on the day.

What's Included?

Each party Includes 1 hour of your chosen activity.

Each party Includes the listed catering options if chosen.

Each party Includes free access to the venue for the entire day.

Each party Includes a 20% Discount Voucher for all party participants that can be used on all full priced Merchandise and Kiosk Purchases, voucher is only valid for the day of booking.

Times

Saturday	Sunday
<input type="radio"/> 12pm-2pm	<input type="radio"/> 12pm-2pm
<input type="radio"/> 2:30pm-4:30pm	<input type="radio"/> 2pm-4pm
Booking Date ____/____/____	Booking Date ____/____/____

Activity

<input type="radio"/> 1 Hour of Pool Inflatable Fun	<input type="radio"/> 1 Hour of Inflatable Slip and Slide
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Menu:

Each pool party can have a choice of either our Pool Pizza Party, or Pool Picnic Party.

<input type="radio"/> Pool Pizza Party 12-14 participants are provided with – 7 selected Pizza options 2 trays of Hot Chips Mixed Lollies Bags Cordial Juice Mix *1 additional Pizza added for every 2 additional guests over 14. *Please inform staff of any allergies or dietary requirement so that we can order accordingly	<input type="radio"/> Pool Picnic Party 12-14 participants are provided with – 2 x Subway Mixed Wrap/Sub Platter 2 trays of Hot Chips Mixed Lollie Bags Cordial Juice Mix *15+ Participants adds 1 additional Mixed Platter *Please inform staff of any allergies or dietary requirement so that we can order accordingly
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Pricing

\$24.5pp for all catered options (Minimum booking cost of 12)
\$15pp for all non-catered options (Minimum booking cost of 12)

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Attendance Log –

Please list name of party attendees and return along with booking form.

Name:	Attendance:

Conditions of Hire

All hirers shall comply with Lakeside Leisure Centre conditions of entry and rules of behaviour which include and not limited to:

- No smoking across the entire facility. This includes the grounds.
- No alcohol, glass ware or illicit drugs are to be brought on site. (People affected by alcohol/drugs will be refused entry
- Dives, bombing, front/back flips, swearing, spitting, anti social and offensive behaviour will not be tolerated and patrons will be asked to leave the centre.
- All children aged 5 years and under must be accompanied into the water and be within arms reach of a person aged 16 years or older.
- Our Centre approved photographer. Form must be completed for people wishing to take photos
- Lakeside Leisure Centre approved Happy Nappy must be worn while toddlers are in the water
- Lakeside Leisure Centre does not condone the changing of children in open viewing areas i.e. pool deck and we urge parents/caregivers to change children in the change rooms.

Schools must screen all participants for swimming competency. Students must be categorised into one of the following categories:

- Non-Swimmer (cannot swim 15m)
- Partially Competent Swimmer (cannot swim 50m)
- Competent Swimmer (can swim beyond 50m)
- Unknown (ability or competency not known)

Supervision is the responsibility of not only the facility staff but parents/caregivers/teachers. As outlined in the conditions of entry, all children aged 5 years and under **MUST** be accompanied into the water and within arms reach of a person aged 16 years or older. For children aged 6-10 years active physical supervision must be carried out by a person aged 16 years or older. **Please refer to our KEEP WATCH Policy on site.**

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Pass outs will not be issued. For those leaving the centre during the event a re-entry fee will be imposed. In addition, at the conclusion of school swimming carnivals, ALL children must leave the centre and pay for re entry. Parents spectating will NOT need to pay the spectator fee again but are expected to maintain active supervision of children.

For school swimming carnivals Lakeside Leisure Centre will provide adequate staff (minimum of two Pool Lifeguard qualified staff members) for competitive races and these will be located at each side of the pool. The school can provide these staff, however, up to date qualifications must be sighted and copied by Lakeside Leisure Centre prior to the activities. Lakeside Leisure Centre does not condone free swim or unstructured activities.

Schools/User groups must provide Lakeside Leisure Centre with copies of current public liability certification prior to activities.

School teachers/staff involved in the coordinating of event MUST undertake a site induction prior to activities.

School activities must comply with DET (or equivalent) Guidelines for School Excursions

School carnival organisers must complete a Carnival Risk Assessment and Site induction in conjunction with Centre manager.

Supervising teachers must complete Emergency and Evacuation Induction prior to activities

Carnival organisers must comply with all identified Risk Management Systems

In the case of Emergency and Evacuation, school representatives should follow the centre's procedures and follow all reasonable directions for Emergency Wardens

In cases where the administration of First Aid is required, this care shall be provided and documented by the nominated centre representative. Lakeside Leisure Centre suggests that the hiring organisation also complete their own documentation.

Any medical conditions/histories are known to the user/school group must be produced to Lakeside Leisure Centre prior to activities.

Lakeside Leisure Centre will provide lifeguard staffing ratios of 1:100 for events and 1:50 for unstructured events. Lakeside Leisure Centre will consider factors such as age/size of the children, area being utilized by the user group when staffing events.

All centre facilities must be left in the same condition they are found. The hirer is responsible for cleaning of all rubbish before departing from the centre and returning all equipment to its appropriate place.

The hirer must ensure that all fixtures and fittings are not removed, defaced, or damaged in any manner by persons using the facility.

If in the event of damage, incidents must be reported to the Operations Manager immediately.

The cost of repair will be the responsibility of the hirer.

No permanent decorations, fixtures or posters of any manner are to be erected in any part of the centre without the written permission of the Operations Manager.

The hirer named on this contract is the sole hirer and shall not at any time sublet the facility without written permission of the Operations Manager

The following activities will not be allowed in the centre: Use of illegal substances; smoking; swearing and abusive behaviour; destructive behaviour to property and fixtures of the centre.

No shows or bookings cancelled within 24 hours will incur a charge at the full rate of service. Management reserves the right to change allocated lane/facility.

Lakeside Leisure Centre will provide the hirer/user group a detailed current facility risk assessment, emergency action plan and site map prior to activities.

EMERGENCY MANAGEMENT PROCEDURE

In the event of an emergency, the emergency management procedure must be adhered to.

1. On the alert of an emergency by either PA announcement or the Lifeguard sounding their whistle three consecutive times, full attention must be given to the Lifeguard/Supervisory Staff and instructions followed.
2. The Lifeguard/Supervisory Staff will direct patrons to exit facility in a calm and orderly manner.
3. Hirer will be responsible for organizing their participants.
4. Lifeguard/Supervisory Staff will direct patrons to a suitable assembly area.
5. On arrival to assembly area Lifeguard/Supervisor Staff will headcount participants to ensure all are accounted for.
6. UNDER NO CIRCUMSTANCE are patrons to re-enter the facility.
7. Patrons must sign themselves off as leaving the assemble area.
8. On the facility being deemed safe Lifeguards/Supervisory Staff will them notify patrons when to re-enter facility.

INDEMNITY

The hirer will and does hereby indemnify and hold indemnified Lakeside Leisure Centre from and against all actions, claims, demands or proceedings which may be instituted against Lakeside Leisure Centre or its officers, staff and contractors in respect of or arising from any accident, loss, damages or injury to persons or property by reason of any act or omission by the hirer in connection with the equipment hired.

I..... of the above mentioned school/organisation have read and accepted the conditions of hire outlined on this form.

Attached is the school/user group public liability certificate of currency:

Attached are qualifications of staff/parents that will be supervising events:

Signature:

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BOOKING CONFIRMATION

Please return this form to lakesidepool@belgravialeisure.com.au or contact Lakeside Leisure Centre on (02) 49872039

OFFICE USE ONLY

Booking confirmed by: _____

Date of confirmation: _____

Additional Lifeguards required: YES/NO