



## Application for Hire & Program Bookings

<b>Organisation</b> Address ..... Suburb ..... After Hours Phone ..... Fax ..... <b>Date Required</b> ..... <b>Event Description</b> .....	<b>Contact Person</b> Post Code ..... Daytime Phone ..... Mobile ..... Email ..... <b>Time Required</b> ..... <b>Number of People attending</b> .....
<b>Hirer Type</b> (Please Circle)      Regular User      Casual Hirer      Provider Hire      School	
<b>Specify Venue</b> Blackheath      Katoomba      Lawson      Springwood      Glenbrook	
<b>Area Required</b> (please circle) 50m Pool      Double Court Indicate lanes      Indicate Sports 25m Pool      Single Court Indicate lanes      Indicate Sports Fitness Centre      Group Fitness Room Function Room      Booking to take place at your venue. Specify Venue.	

**Program Bookings** – Bookings requiring the use of Blue Mountains Leisure Centres Staff

Please Circle Venue:    Katoomba      Lawson      Springwood      Glenbrook      Blackheath

Tick service required:

<input type="checkbox"/> Swim Classes	<input type="checkbox"/> Kids Kingdom	<input type="checkbox"/> Fitness	<input type="checkbox"/> Lifesaving Classes	<input type="checkbox"/> BBQ	<input type="checkbox"/> Waterslide
<input type="checkbox"/> Resuscitation	<input type="checkbox"/> Gymnastics	<input type="checkbox"/> Trampoline	<input type="checkbox"/> Group Fitness Classes	<input type="checkbox"/> Inflatable	<input type="checkbox"/> Outdoor Area

**Will your group require the kiosk or catering? Please specify your requirements**


**Please indicate any participants who may have special medical conditions**


I have read and accept the Conditions of Hire of the Blue Mountains Leisure Centres. I have attached the copies of the required insurances and or qualification documents.

<b>Signature</b>	<b>Date</b>
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<b>Office Use:</b>	
Booking Confirmed:	Booking Entered:
Deposit Paid:	Amount:



### **Applications and Bookings**

- All enquires from groups or individuals wishing to use the centre for casual or annual bookings should be made in writing on this booking form.
- Bookings will be confirmed in writing within 7 days.

### **Risk Management Insurance**

- Council's risk management policy requires sporting clubs, schools and other organized groups to obtain Public Liability insurance. Documental evidence of appropriate Public Liability Insurance indemnifying Council against all claims arising from the booking and subsequent use of the facility to the value of \$10 million is required. Council's public risk insurance policy does not extend to cover individuals/clubs/organizations/associations/schools for accidental death, bodily injury and/or loss or damage to property arising out of the use of the facility
- Proof of Public Liability insurance must be submitted with each booking request. The policy must be current for the booking period requested.

### **Regular Users of specific facilities**

- Regular Users must allow for set up and pack up time within their booked timeslot.
- Regular Users must make separate applications for one off events.
- All hire agreements will be reviewed annually at which time a new application form would be required.
- Regular Users must either ensure their members make payment at the Customer Service Desk or will make payment of hire charges within fourteen days of receipt of invoice.

### **School Groups**

- Primary school groups attending the pools for unstructured fun days are required to identify non swimmers and swimmers prior to arrival at the venue. Coloured wrist bands are available for purchase through the centres.
- School sport cancellation due to wet weather must be made by 10:00am on the day of the booking or hire charges will apply.
- School Carnival Bookings must be cancelled by 7:00am on the day of the event or pool hire charges will apply.
- Where a school is holding a carnival of less than 100 students 2 lanes will be reserved for public use.
- Where a school is holding a carnival of less than 150 students 1 lane will be reserved for public use.
- The full pool will be made available to schools of 150 or more students.
- For all carnivals the recreation pools will be open to the Public.
- School teachers are responsible for the supervision and conduct of the students during the school booking.
- All students must leave the facility at the completion of the booking, if students wish to re-enter the facility a casual entry fee will apply.
- School groups are required to read and comply with the Risk Management Overview.

### **Provider Hirers**

- Professional people such as Physiotherapist, personal trainers, and rehabilitation therapists may utilise the Blue Mountains leisure centre facilities to deliver a service to their clients.
- The clients bought in by Provider Hirers must also pay for use of the facilities at the standard casual rate or hold membership to the facility.
- Provider Hirers do not have exclusive use of any specific facility.
- Provider Hirers must abide by all equipment time limits and will not receive priority use of equipment.
- Provider Hirers must be qualified professionals, hold Public Liability insurance of at least \$10 million and hold workers compensation insurance of at least \$10 million. Please attach a copy of the insurances and qualifications to the application form.
- Management reserve the right to withdraw permission for Provider Hirers to deliver services within the centres.

### **Hirers Responsibilities**

- Hirers must show respect and common courtesy for other user groups within the centre or persons on nearby premises.
- The hirer must be aware of and enforce the centre Conditions of Entry to the facility they are hiring.
- The hirer is responsible for the behaviour of all persons attending their function or activity.
- Hirers are responsible for the insurance of their own equipment or supplies, which are stored at the venue.
- At the conclusion of the function /session the hirer shall ensure all group members leave the facility and leave the area in a clean and tidy condition.
- The hirer must be aware of and accept all cancellation requirements and penalties.
- The hirer will be liable for any costs for damage to the building or centre equipment.

### **General Rules and Regulations for all bookings**

- The fees for the hire of the premises, furniture and property shall be the rates fixed by the Blue Mountains City Council.
- The group must be mindful of the noise the group may make when entering and exiting the venue. Large groups will not be permitted to exit the venue together.
- There will be No Smoking permitted in the centre at all times.
- Each group will be responsible for replacing all equipment and furniture used.

This is a controller document and may be subject to change at any time. This printed copy is valid on Monday, 30 July 2018