

Facility Booking Form

Section 1: Organisation Details

Organisation:	ABN:
Contact Person:	Title/Role:
Mailing Address:	
Suburb:	Postcode:
Telephone:	Mobile:
Fax:	Public Liability:
Email:	Copy Attached (please circle): yes no

Section 2: Event Details

Estimated No. of attendees:				Date:		
DAY (Please Tick)						
Monday <input type="checkbox"/>	Tuesday <input type="checkbox"/>	Wednesday <input type="checkbox"/>	Thursday <input type="checkbox"/>	Friday <input type="checkbox"/>	Saturday <input type="checkbox"/>	Sunday <input type="checkbox"/>
Event time:	Bump in:			Bump out:		
Event description:						

Section 3: School Booking

(**Please note the prices will increase at the beginning of a new financial year)

Estimated Number of Students:		Estimated Number of Parents/Guardians:	
Estimated Number of Teachers:		Please tick if you require catering <input type="checkbox"/>	
Arrival time:		(If yes please fill in a catering form)	
Arrival time:		Finishing time:	
Pool Activities (Please tick)			
Private Lane hire (\$38.00 per hour) <input type="checkbox"/>		Fun Day (\$12.60 per student) <input type="checkbox"/>	
Number of Lanes required:		(Includes waterslide and entry)	
Private Waterslide (\$96.00 per hour) <input type="checkbox"/>		Private Inflatable (\$131.50 per hour) <input type="checkbox"/>	
Teacher with First Aid Certificate to supervise		Subject to availability	
Learn To Swim Lessons \$13.25 per 30min per Student <input type="checkbox"/> Learn To Swim Lessons \$19.85 per 45min per Student <input type="checkbox"/>			
School Sports In Pool (Please tick) <input type="checkbox"/> \$5.30 per Student			
School Sports In Stadium (Please tick) <input type="checkbox"/> \$5.30 per Student			
Court 1 <input type="checkbox"/>		Court 2 <input type="checkbox"/>	
Futsal <input type="checkbox"/>	Basketball <input type="checkbox"/>	Netball <input type="checkbox"/>	Pickleball <input type="checkbox"/>
Gym Classes (Please tick)			
1 hr \$136.50 or 1.5 hrs \$188.50			
Gym <input type="checkbox"/>	Circuit <input type="checkbox"/>	Fit Boxing <input type="checkbox"/>	RPM <input type="checkbox"/>
Aqua <input type="checkbox"/>	Yoga <input type="checkbox"/>	Body Attack <input type="checkbox"/>	Body Pump <input type="checkbox"/>

Section 4: Charges

CHARGE	AMOUNT PER HOUR	FULL DAY RATE	Office Use ONLY TOTAL COST
Mandatory Booking Fee	N/A	\$35.00	\$35.00
Set-Up/Cleaning Fee	N/A	11-25pax = \$35.00 26-50pax = \$57.50 51-100pax = \$86.00 101+pax = \$114.00	
Tea & Coffee	N/A	1-10pax = \$14.00 11-25pax = \$22.50 26-50pax = \$39.00 51-100pax = \$54.00 101+pax = \$66.50	
Additional Staffing Cost per person	Mon-Fri = \$55.00 Sat = \$66.50 Sun = \$80.50	N/A	
Goonellabah Room	\$47.00	\$267.00	
Allied Health Room	\$42.50	\$155.00	
Sports Stadium (Per Court)	0-19 Pax = \$76.00 20-50 Pax = \$3.60pp 51-100 Pax = \$3.20pp	\$341.50	
Multi Room A OR B	\$58.50	\$298.50	
Multi Room A & B	\$117.00	\$567.00	

OFFICE USE ONLY

Amount Due: \$		Date Issued/Paid:	
Payment Method (Please tick)			
Cash <input type="checkbox"/>	EFTPOS <input type="checkbox"/>	Credit Card <input type="checkbox"/>	Invoice <input type="checkbox"/>

Section 5: Additional Equipment Required (Please Tick and /or Specify)

Chairs (max 80) _____ <input type="checkbox"/>	Tables (max 30) _____ <input type="checkbox"/>	Wi-Fi <input type="checkbox"/>
Projector screen <input type="checkbox"/>	Laptop <input type="checkbox"/>	White board <input type="checkbox"/>
Other (please specify):		<input type="checkbox"/>

SPACE BOOKING TERMS AND CONDITIONS

By completing and signing this Facility Booking form, the applicant agrees to the conditions of entry and the below mentioned terms and conditions in relation to their booking. Goonellabah Sports and Aquatic Centre, herein known as GSAC, reserves the right to cancel any booking at its discretion if these conditions are not adhered to. Any misconduct or misdemeanour does not absolve the hirer of the full space hire fee and will still be made liable for any and all fees applicable.

General:

- User Groups and/or hirers are not permitted to sublet any Lismore City Council facilities to other user groups unless approved by council.
- General and normal cleaning is included in the space hire charges. The client may incur additional charges where an event has created cleaning requirements which are considered to be over and above 'normal' cleaning, as deemed appropriate by GSAC event supervising staff and/or centre management.
- In considerations of the high standards of GSAC, patrons are to be appropriately attired to suit the event and demographic. Otherwise neat casual clothes are deemed appropriate.
- Lismore City Council has a "No Smoking Policy", under the Smoke Environment Act 2000, on all Council grounds whereby smoking is not permitted at the centre, including all buildings and grounds. It is the responsibility of the user group to ensure that all patrons attending their event abide by this regulation. Penalties may apply.
- Guests are permitted to park inside the centre grounds in the car park facility adjacent to the centre, entry via Oliver Avenue or Simeoni Drive. During the weekend, any events that may require additional parking can do so at the Council Chambers at 43 Oliver Avenue, Goonellabah.
- Under NSW Child Protection Legislation, all user groups and/or hirers who provide services to children and wish to hire any GSAC facilities must have appropriate Child Protection policies and procedures in place, including a 'Working with Children Check' with evidence provided upon booking.
- Alcohol may only be consumed in those areas approved by Centre Management and in accordance with all state regulations. Appropriate permits will be required to be applied for depending on the nature of the event, any cost incurred in doing so is the sole responsibility of the user group/hirer. In accordance with the Responsible Service of Alcohol, GSAC staff will refuse the service of alcohol to any guest deemed to be intoxicated or under the age of eighteen (18) years.
- Due to our licenses, all music and entertainment will remain indoors and cease by 11pm.
- On any occasion that centre property and/or equipment is damaged or stolen due to the actions of the user group and/or hirer and its guests, such costs associated with repairing or replacing the property and/or equipment will be the responsibility of the hirer.
- Whilst all due care is taken when handling the property of the organisers, no responsibility will be accepted by GSAC in relation to damage to, or loss of, property before, during, and after a function.

Please Initial: _____

Bookings:

- All bookings must be made by a persons over the age of 18, proof of age may be required.
- Prior to the commencement of the booking, the nominated person in charge is to attend a site induction with a GSAC staff member.
- Booking dates and times are to be strictly adhered to.
- GSAC reserves the right to accept or deny any application prior to or after submission of the Facility Booking Form.
- If the user group wishes to update or change a booking they must give notice within a time-frame that would be so far as deemed reasonably practical.

- Once both parties have signed the Facility Booking Form and the booking fee is paid, the booking is deemed confirmed.
- After the Facility Booking Form is received, a tentative booking is made and can be held for up to fourteen (14) days. If after that time the event is not confirmed GSAC may cancel the booking request without further notice.
- GSAC may, at its absolute discretion, cancel all or part of this agreement to hire by giving the hirer at least ten (10) working days' notice in writing. The hirer acknowledges this right and agrees to irrevocably waive all rights to pursue any claim it may otherwise have in respect of any such cancellation.
- Notice of cancellation must be given in writing at least thirty (30) days prior to the booking date.
- Booking numbers/total number of people attending are to be provided at the time of booking on the Facility Booking Form. Final numbers are required at least 48hrs prior to the commencement of the event.

Please Initial: _____

Charges:

- The charges for use of the centre will be agreed upon as per the selected space to hire. The centre reserves the right to increase or change prices without notice.
- Booking fees are non-refundable and non-transferrable.
- Upon booking confirmation, payment is required to be paid by cash, eft/credit, or cheque at least seven (7) working days before the event. However, if the total exceeds \$200 and the hirer is an existing Lismore City Council debtor, an invoice can be generated upon mutual agreement. All invoices need to be paid within fourteen (14) days. In the event that an invoice is not paid within this time a further 25% penalty will be added to the invoice and must be paid within seven (7) days.
- If cancellation of the booking is made at least thirty (30) days before the event date and in writing, any deposit made is refundable. If cancellation is received within the minimum notice period of cancellation, the deposit will be forfeited.
- Where the size or nature of the event warrants it, GSAC may require the lodgement of a holding bond which is to be 10% of the total booking fee to be banked in to a "holding account" prior to the event. Subject to satisfactory completion of the event, without any damage or incident, the bond will be fully refunded with 3 working days of the completion of the event.

Please Initial: _____

Safety:

- The user group and/or hirer is responsible for ensuring the event or booking is conducted in a safe manner.
- The user group and/or hirer is responsible for ensuring they are aware of and follow the evacuation procedure of the facility, and in doing so follow any directions given to them during an evacuation by the Area or Chief Fire Warden.
- All fire exits must be kept clear at all times.
- User groups and/or hirers are aware and understand the Work Health and Safety requirements of their event and the space they're hiring and immediately report any accident/incident, or near-miss to the Duty Manager or GSAC Booking Supervisor, and understand that an incident form will be completed either manually or electronically.
- It is the responsibility of user groups and/or hirers to have all appliances and electrical cords used in GSAC facilities tested and tagged in accordance with current Australian standards and regulatory requirements.
- User groups and/or hirers are responsible for crowd control and direct supervision of all groups and participants at all times whilst at the facility.

Please Initial: _____

Disclaimer of Liability and Indemnity:

- The Hirer agrees to indemnify and keep indemnified Goonellabah Sports and Aquatic Centre, its servants and agents from and against all actions, proceedings, claims, demands, costs, losses (including but not limited to consequential losses), damages, liabilities and expenses (except those arising from the negligent acts or omissions of the centre or its servants, agents and employees), which may be brought against Goonellabah Sports and Aquatic Centre, its servants and agents (including claims made by parties other than the hirer) as a result of the Applicant's or its agents, servants or invitees attendance at the Centre, and the hirer hereby releases and discharges Goonellabah Sports and Aquatic Centre, their servants and agents from all such actions, proceedings, claims, demands, costs, losses, damages, liabilities and expenses.
- Council requires user groups to provide a copy of a current Public Liability Insurance Policy by way of a Certificate of Currency (minimum \$20,000,000) with all applications which unconditionally releases Lismore City Council from and against all claims arising out of or in connection with an act of the user or any of their agents in relation to its use of the facility.
- The user group or hirer must accept responsibility for any claim or damage to property or injury to persons which arises from their hire and use of the facility.
- All user groups or hirers must hold a current Public Liability Insurance policy for a minimum of \$20 million which indemnifies Council from or against all claims arising from the user group or hirer's legal liability as a result of its occupation. A copy of a current Public Liability Insurance Certificate of Currency must be provided to Council at the time of the booking application and must cover the event period.
- User groups or hirers must hold Workers Compensation Insurance with a reputable insurer and provide evidence of such insurance to Council upon demand. User groups or hirers must ensure that it holds insurance to cover claims for personal injury or death suffered by voluntary workers at the event and must provide evidence of such insurance to Council on demand.
- User groups or hirers must ensure they comply with all legislative obligations relating to the use and occupation of the facility including (without limitation) workplace health and safety, environmental management and planning laws.

Please Initial: _____

GSAC Pool Hire:

- People, user groups and/or hirers that maintain exclusive use of any part of the swimming pool will be charged a lane hire fee. This does not include any school groups participating in a sporting program (other than a School Swimming Carnival) under the direct supervision of a school teacher with a current Senior First Aid certificate. School Swimming Carnivals will incur the lane hire fee.
- School groups are still required to complete an application form to secure lane space and students are required to pay entry fees as stated in the applicable Lismore City Council Revenue Policy.
- Any group wishing to conduct dive starts in to the shallow end of the pool for relays must conduct a risk assessment of the activity before the event and acknowledge full responsibility for consequences arising from the activity.
- At least one supervisor of any groups and/or hirers within the pool hall must hold a recognised and current certificate in CPR.
- Groups and/or hirers, including School groups, that are participating in unstructured aquatic activities are required to follow the Royal Life Saving Society Australia (RLSSA) guidelines which can be found from the following link: http://www.sports.det.nsw.edu.au/spguide/aquatic_activity/index.php
- Groups and/or hirers, including School groups, need to read the RLSSA guidelines and familiar with; staff and student induction information, the challenge testing student proficiency, and how to classify students.

- Lismore City Council Hygiene Policy:
 - Do not use the pool if you have had diarrhea in the past two weeks.
 - Close fitting swimming costumes must be worn at all times.
 - Please shower and use the toilet before entering the pool.
 - Avoid swallowing or putting pool water in your mouth.
- Non-toilet trained infants:
 - Must wear aqua- nappies (disposable or re-usable) with swimmers over the top.
 - Under no circumstances are regular nappies to be worn while swimming.
 - Should be taken to the toilet frequently.
 - Nappies are to be changed in the change rooms and not at poolside.
 - The child should be showered properly after changing and the parent/guardian should wash their hands immediately afterwards.
 - Soiled nappies are to be disposed of in the appropriate bins provided.
- Keep Watch at Public Pools:
 - 'Keep Watch at Public Pools' is an integrated water safety program which aims to increase awareness of the strategies available to keep children safe when in, on or around public pools and aquatic facilities. The ultimate aim of the program is to eliminate all drowning deaths and near drowning incidents that occur in aquatic leisure centres, public swimming centres and pools. In the short term it is hoping to increase awareness of strategies to keep children safe, change attitudes about what is appropriate safety at public swimming pools and raise awareness about preventative strategies. It also aims to highlight the need for an increase in parental responsibility, rather than relying on pool lifeguards to babysit children." Royal Life Saving Society Australia.
 - 'The Keep Watch @ Public Pools' policy and the ages within it represent minimum standards that Royal Life Saving expects of public pools however Royal Life Saving encourages pools to adopt a higher standard.
 - The minimum standards are as follows:
 - Children (under 10 years) are not allowed entry unless under active supervision of a person 16 years or older.
 - Parents/Guardians should actively supervise their children at all times. As such, they should be dressed ready for action, including unexpected entry to a pool.
 - Children 0 – 5: For 0-5 years old and non-swimmers a parent or carer is in the water at all times within arms' reach of the child. It is best if you are engaging with your child i.e. playing with them, talking to them.
 - Children 6 – 10: For 6-10 years old constant active supervision is required. Be prepared to get wet and enter the water with this age group.
 - Children 11 – 14: For 11-14 year olds it is recommended that parents check up on their child by physically going to the point where they are in or around the water.
- Active Supervision:
 - Active supervision is defined as consisting of four key elements:
 - Be Prepared – parents/carers should ensure they have everything they need before getting into the water such as towels and dry clothes
 - Be Close – parents/carers should always be within arms' reach of their child
 - All Of Your Attention – parents/carers should focus all of their attention on their child and get into the pool and talk and play with them
 - All Of The Time – parents/carers should never leave their child alone in the water, nor should they be left in the care of an older child or the Lifeguard at the public pool
- Diving:
 - A dive is defined as entry into water where the upper body (hands, arms and head followed by the torso and lower limbs) enters first during activities.

- “No Diving” prohibition notices conforming to the Guidelines for Safe Pool Operations (GSPO) are displayed where it is considered unsafe to dive from the poolside.
- Only qualified swim coaches, lifesaving instructors (excepting beach lifesaving) and licensed swimming and water safety teachers should instruct safe water entries and diving skills.
- Any group wishing to conduct dive starts into the shallow end of the pool for relays must conduct a risk assessment of the activity before the event and acknowledge full responsibility for the consequences arising from the activity.
- In water depth less than 900mm dive starts are not permitted. All events should commence in the water.

Please Initial: _____

I hereby certify that the information provided in this application is true and correct and I agree to adhere to the terms and conditions of use as outlined in this form, as well as the conditions of entry for GSAC’s Facilities.

Hirer Signature: _____ Date: ____/____/____

GSAC Staff Signature: _____ Date: ____/____/____