



LAKESIDE LEISURE CENTRE – BOOKING FORM

School / Company	Contact Person
Address	Post Code
Suburb	Daytime Phone
After Hours Phone	Mobile
Email	

EVENT DETAILS

Date/s Required		Time Required	_____ - _____
Event Description	School Carnival Function Water Polo Pool Party Other _____	Number of People attending	
Age Groups			
No. Supervisors			

FACILITIES REQUIRED

Lane Ropes	Yes	No	Number	1 2 3 4 5 6 7
Dive Blocks	Yes	No	Number	1 2 3 4 5 6 7
Kiosk	Yes	No	Hot Food	Yes No
If Yes	All Day	Lunch Only	Time	_____ to _____
Inflatable hire	Norbit Dragon	30m Slip n Slide		_____ to _____

PRICE LIST

Type	Cost	Total	Type	Cost	Total
General entry	\$5.80		School Entry	\$4.20	
Spectator	\$3.20		Lane Hire (applies to bookings under 20)	\$30/hr	
Pool Party (includes inflatable hire)	\$22.50 pp (min 10)		Inflatable Hire	\$73.50/hr	

BOOKING CONFIRMATION

Total:	\$	Deposit Paid	\$
	<input type="checkbox"/>	Invoice	<input type="checkbox"/>

RETURN THIS FORM TO

Lakeside Leisure: lakesidepool@belgravialeisure.com.au

Office Use:		
Booking Confirmed:	Lifeguards:	Booking Entered:

Conditions of Hire

All hirers shall comply with Lakeside Leisure Centre conditions of entry and rules of behaviour. All bookings are accepted in accordance with the provided Risk Management Overview. Schools must [screen](#) all participants for swimming competency. Students must be categorized into one of the following categories:

- Non Swimmer (Cannot swim 15m)
- Partially Competent Swimmer (Cannot swim 50m)
- Competent Swimmer (Can swim beyond 50m)
- Unknown (Not known)

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

Requirements of School bookings to be completed:

- Carnival Risk Assessment
- Site Induction
- Emergency and Evacuation induction
- All First Aid to be administered by site representative
- School carnival organizers must complete a [Carnival Risk Assessment](#) and Site induction in conjunction with Centre manager (or Lakeside Leisure representative).

In the case of Emergency and Evacuation, school representatives must follow the centers procedures and follow all reasonable directions for Emergency Wardens.

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. The cost of repair will be the responsibility of the hirer and must be reported immediately.

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 General 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 General Manager.

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.

All groups are required to adhere to the rules of the centre:

1. Patrons must observe the centre's rules and obey the pool attendant's directions at all times.
2. Management reserves the right to refuse entry.
3. Children 12 years and younger must be closely supervised by a responsible adult (16 years and over)
4. Patrons are to refrain from engaging in any activity that impinges on the enjoyment and safety of the centre by others.
5. Suitable clean swim attire must be worn at all times. Street wear and underwear are not recognized swim wear.
6. Non-toilet trained children must wear aqua nappies.
7. Cameras and mobile phone cameras are not permitted within the change rooms.
8. Glass objects and alcohol are not permitted in the centre.
9. Smoking is not permitted.
10. Management is not responsible for lost or stolen items. Patrons are encouraged not to bring valuables into the centre.

INDEMNITY

The hirer will and does hereby indemnify and hold indemnified the Belgravia Leisure from and against all actions, claims, demands or proceedings which may be instituted against the Belgravia Leisure 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.

Copy of Public liability insurance to be submitted with pool booking

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

Signature:.....

OFFICE USE ONLY

Booking Confirmed by: _____

Date: _____