

Rural Outdoor Pools Facility Booking Form



Booking Type: Single Booking Multiple Booking Recurrent Booking

Organisation Details
 Organisation: _____
 Contact: _____
 Postal Address: _____

 Phone Number: _____ Fax: _____
 Email Address: _____

**Please Note: Receipt of this form DOES NOT confirm the booking.
 The booking will be confirmed by written correspondence.**

Facility/Program Details (Please tick the facility/s or program you require)

RURAL POOL FACILITIES

Mooroopna War Memorial Pool
 Merrigum Swimming Pool
 Tatura Swimming Pool

As per Life Saving Victoria guidelines, bookings for over 100 participants will require additional lifeguards. Therefore, additional fees will occur to cover this.

**Booking Details
 (Please attach additional sheet if many bookings required)**

Day	Date	Facility/Program	Time In	Time Out	No. of Participants
<i>Example: Monday</i>	<i>1 July 2019</i>	<i>Lane Hire</i>	<i>12.00pm</i>	<i>1.30pm</i>	<i>15</i>

Terms and Conditions

Public Liability Insurance: The Hirer shall at all times during the Booking Period, be the holder of a current public liability policy of insurance in the joint names of the Hirer and Greater Shepparton City Council, which provides coverage for an amount at least \$10 million per single event (“**Public Liability Policy**”). The public liability policy shall cover such risks and be subject only to such conditions and exclusions as are approved by Greater Shepparton City Council. A copy of the policy and certificate of currency must be provided to Greater Shepparton City Council prior to the commencement of the Booking Period. Failure to do so will result in the immediate cancellation of the booking. If you are unable to provide a copy of the required insurance, please arrange for a written letter advising of what insurance company you are covered by and the level of cover. This letter must be addressed to the Centre Manager. The Hirer agrees to indemnify and to keep indemnified, and to hold harmless Greater Shepparton City Council, its employees and agents, and each of them, from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with the Hirer’s use of the Booked Area or any other activities of the Hirer at Greater Shepparton City Council. The Hirer indemnity shall be reduced proportionally to the extent that any act or omission of Greater Shepparton City Council, its employees or agents, contributed to the loss or liability.

Animals: No animals shall be permitted in Council Facilities except animals trained to assist people with a disability in accordance with the federal Disability Discrimination Act 1992 and Victorian Equal Opportunity Act 2010. The Hirer may be granted special approval to permit animals in the Facility additional conditions of hire are applicable and will be provided on application.

Alcohol: No consumption or sell of alcohol is permitted on council land or when using council owned equipment at any time unless, appropriate permits have been granted by Greater Shepparton City Council and all permit fees are up to date and current.

Cancellation: The Hirer may cancel a booking by giving written or direct verbal notice to the Work Group Officer at least 24 hours before the commencement of the Booking Period. Failure to give 24 hours’ notice will result in the hirer being invoiced for the cost of the booking. The Work Group Officer may, if the Centre or any part thereof is unfit for use, cancel a booking. Neither the complex nor the Work Group Officer will be liable in respect of any costs, loss or damage sustained as a result of the cancellation of the Booking, but the Centre will refund any fee paid for the booking (provided that the Centre or part thereof is not unfit for use due to any act or omission of the Hirer).

Cleaning: The Hirer must ensure the general cleanliness of the booked area is maintained during the booking period. All rubbish is to be removed from inside and outside of hired facilities including the surrounding grounds. Rubbish is to be placed in the correctly allocated bins. Any rubbish that does not fit in the bins provided is to be removed and disposed of by the hirer. Time for set up, clean up and pack away is to be included in your booking time.

Conditions of Entry: All participants must abide by the Greater Shepparton City Council conditions of entry at all times whilst in the complex.

Costing: The cost for the booking can be paid either at the time of the booking or a tax invoice can be raised and sent to the hirer after the booking has taken place. Please advise us of your preferred billing method on the attached form. The final cost of your booking will be provided in a confirmation letter.

Damages: The Hirer must, on demand, of any costs incurred by Management to repair or make good any damage to the Centre (including any loss or damage of equipment) arising out of or incidental to the Hire.

Emergency Action Plan: It is recommended that Hirers develop an Emergency Action plan. Facility Staff and Council can assist in this area if required. If a Major Emergency occurs in a Staffed Facility during the time of booking the hirer and participants must follow directions and cooperate with Facility Staff with the implementation of the Sites Emergency Action Plan.

First Aid: Greater Shepparton City Council will provide all first aid and emergency care to any participants in the event of an incident which may occur during the time of your booking. The staff member administering first aid will complete an incident report to be kept on file and will give the representative a parent guardian form if the person is under 16 years of age. If you would like to also provide your own first aid please let us know.

Food and Beverage: The Hirer can only provide or sell food or beverages at Council Facilities with the prior written consent from Facility Staff or Council. Approval will not be granted to any food outlet which sells one or any of the following items; Deep Fried Foods, Hot Dogs, Cappuccino, Crushed Iced Drinks, Full Strength Sugar Soft Drinks. Facility Staff reserve the right to provide catering for any event and or Booking held at any Facility listed in the attached booking request form. External food and beverages are not to be brought into Council Facilities for catering purposes unless approved by Facility Staff. If written consent is given to provide or sell food or beverage at any Council Facilities it is the responsibility of the Hire/Sub hire/User to make contact with the Council’s Health Department with regards to obtaining the necessary food permits for the consumption and sale of food at the site. A copy of the permit must be supplied to Facility Staff 3 days prior to the event or booking. For more information, please contact the Council’s Health Department on (03) 5832 9731.

Hirer: The hirer must ensure they are 18 years of age or over to hire a Greater Shepparton City Council Community Facility. Social gatherings will not be booked for any person under the age of 25 years. That Facility Access Instructions are only used by the hirer and are not to be passed on to any third parties. If items are found to be stored at the facility without permissions before or after these booking times, the hirer will be charged for any additional hours that the items remain at the facility. They comply with all Facility rules and guidelines. All Local Laws and all other relevant Laws and legal requirements.

Terms and Conditions

Indemnity: The Hirer agrees to indemnify and to keep indemnified, Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made against them, or any of them, in connection with the Hirer's performance or purported performance of its obligations under this agreement and be directly related to the negligent acts, errors or omissions of the Hirer. The Hirer's liability to indemnify the Council shall be reduced proportionally to the extent that any act or omission of the Council, its servants, or agents, contributed to the loss or liability. The Hirer agree to comply with all the rules, regulations, and instructions in relations to the hire of Council Facilities and equipment.

Medical Conditions: If there are any medical conditions that may impact on a person's participation in the booked activity please provide details alongside this form to assist Greater Shepparton City Council staff to provide emergency care. If you do not wish to place the details on this form please call the Work Group Officer and let them know verbally prior to your booking.

Noise: All noise levels must be controlled by the Hirer and must comply with the Environment Protection (Residential Noise) Regulations 2018. The costs of an Environmental Health "call out" to a facility or reserve during its period of use shall be deducted from the hirer's bond. Complaints received from neighbouring properties may jeopardise future bookings. Where noise levels are deemed too excessive by Council staff and is not corrected by the Hirer, the Council reserves the full right to shut down the booking immediately. No refunds will be given in this instance. Hirer's must consider other users in regards to noise and must rectify the issue if the noise is deemed excessive.

Not Exclusive Use: Unless otherwise specifically resolved by the Facility Staff or the Council, exclusive use of an area within a Facility will not be granted, and Council Staff reserves the right to hire any area to other parties.

Parking and Traffic Management: The obstruction of emergency vehicle bays is strictly prohibited at all times. Parking must be within the designated parking bays. For events and large scale bookings the hirer may be instructed to engage and use directional signage, a traffic management plan, and car park attendants if required at the hirers cost.

Planning and Building Approval/Permits: Where required, the Hirer must acquire and hold current, all necessary planning and building approvals relating to the type and nature of all activities during the Hire period. All required planning and building approvals must be sighted by Facility Staff and originals made available for public display during the hire period. Hirer's are not permitted to erect or install any equipment without prior approval from Council staff.

Risk Management: The Hirer is responsible for the application of appropriate risk management and Occupational Health and Safety policies and procedures for all activities associated with this booking during the Hire Period. The Hirer's obligations include, but are not limited to: Compliance with The Occupational Health and Safety Act 2004 and related regulations aim to keep Victorian workplaces safe. Cancellation or postponement of any activity should the condition of the Hired Area or equipment be identified as hazardous or where the safety of participants may be at risk, such as; Extreme weather conditions (Hot, Cold, Windy, Stormy, Poor Air Quality, etc.), the activity area is unsafe to conduct activity (i.e. water or blood spill on surface, uneven areas), inappropriate lighting, or the facility is affected by a utility failure (Power, Water or Gas outage). The Hirer is responsible for the control and supervision of the safe set up, pack up and storage of equipment. The Maintenance of all areas in a safe and orderly condition, free of trip hazards and obstructions. Report to the Facility Staff of any hazards that pose risk of injury or damage to any user, equipment, or facility. Hirers are responsible for the safety of all persons associated with their booking. The Hirer shall comply with the provisions of the Health Act, Liquor Act, Policing Acts and Criminal Codes, or any other Acts in force. The Hirer is responsible for maintaining the safety of hired facilities. The Hirer shall keep risks as low as reasonably practicable. Hirer's are responsible for the safety of activities being undertaken associated with the booking.

Signage: The Hirer must not affix any signs, decals, banners or decorations to any part of a council facility or equipment. No signage, displays or decorations are to be fixed to any surface with fasteners of any kind such as staples, nails, pins etc., without the written approval of the Facility Staff. The Hirer, if permitted to affix items to any part of a facility or equipment, must remove such items immediately on the expiration of the Hire Period and return all surfaces to the pre booking standards.

Smoking and E-Cigarettes: Smoking and the use of e-cigarettes is prohibited in all areas in council facilities and on council owned grounds, except for within a designated 'smoking area'. This ban must be enforced by the Hirer at all times during the hire period.

Storage of Equipment/Possessions: The storage of alcohol and gas bottles within Council facilities is strictly prohibited unless authorised by council staff. The Council accepts no responsibility for loss, damage or theft of any items left in storage or other areas within Council facilities. All items are left at the Hirers own risk. All hirer's equipment and property is to be removed from Council facilities on the completion of the booking, unless prior approval has been given by the Council.

Supervision: The Hirer is responsible, during the booking period, for the supervision and control of all persons who enter the Centre for any purpose relating to the booking. Greater Shepparton City Council Staff provide supervision for all patrons in the facility not only the participants in bookings. Hirer representatives need to be seated around the areas in which participants are and must be visible to all participants at all times. Greater Shepparton City Council follows the "Watch Around Water" policy and this must be adhered to at all times. As per Life Saving Victoria guidelines, bookings for over 100 participants will require additional Lifeguards. Therefore additional fees will occur to cover this.

Once you have read the terms and conditions above; please tick the appropriate boxes for the additional information provided.

Insurance

Does your organisation have Public Liability Insurance of \$10 Million or more? If yes, please provide a copy of your public liability certificate of currency.

Yes No

First Aid Details

Greater Shepparton City Council will provide all first aid and emergency care to any participants in the event of an incident which may occur during the booking time. Will you provide any additional first aid?

Yes No

Medical Conditions

If there are any medical conditions that may impact on a person's participation in the booked activity please give details to assist staff to provide emergency care.

Payment Method

Invoice (PO number if required: _____) Pay on the day

Swimming Carnival Use Only

Would you like use of the PA system?

Yes No

Indemnity and Disclaimer

I confirm _____ are an authorised representative and have authority to sign and incur charges on behalf of _____

I hereby acknowledge having read and understood the terms and conditions of hire and agree to be bound by and comply with all these conditions. I further agree to be responsible for ensuring that all individuals or groups using the premises and or equipment in association with this booking shall comply with the terms and conditions of hire. I/We agree to indemnify the Greater Shepparton City Council, Councillors and its staff, and in respect to, all actions, suits, claims or demands of any kind arising out of, or relating to, the hire and use of the facility or equipment owned by Greater Shepparton City Council in respect of any activities undertaken by us, or any other party involved.

I agree that the premises are hired for the purpose as requested and for such purposes only. I have read the Conditions of Hire for Community Facilities and agree to abide by them.

Print Name: _____

Signature: _____

Date: _____

Please note: Signatory must be over 18 years of age.

Collection Notice

Greater Shepparton City Council manages your personal information in accordance with its Privacy Policy and the Privacy and Data Protection Act 2014 (Vic). Your personal information is collected in this instance to process your Booking Request. This information may be disclosed to Greater Shepparton Staff for the purpose of ensuring your safety and the processing of your booking request. If you do not provide the requested information your application/request may not be able to be processed.

Office Use Only

Date booking received: _____ Date booking Processed: _____

Date confirmation sent: _____ Booking ID: _____ Price Quoted: _____