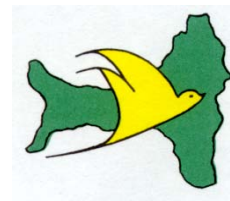


# C I Recreation Centre BOOKING FORM



**Term** ① ② ③ ④      **Year**

Please Tick appropriate Term

School/Organisation:		
Contact:		
Address:	Suburb:	Postcode:
Phone:	Fax:	Email:

**Booking Type:**

<input type="checkbox"/> Ongoing Booking	<input type="checkbox"/> Commercial Group
<input type="checkbox"/> One Off Booking	<input type="checkbox"/> Private Group

**Facilities Required**

<input type="checkbox"/> 25metre Pool (1-10 lanes) Number of Lanes required:	<input type="checkbox"/> Function Room <input type="checkbox"/> Half <input type="checkbox"/> Full
<input type="checkbox"/> Creche	<input type="checkbox"/> Badminton Court Number of courts required (up to 4):
<input type="checkbox"/> Sports Hall <input type="checkbox"/> Half Court <input type="checkbox"/> Full Court	<input type="checkbox"/> Café Reason For Use:
<input type="checkbox"/> Gymnasium	

**Booking Details**

Day / Date:	Times	Year level	# of Participants	Groups	No. of Supervisors	Add. Staff Requ.

**Method of Payment and Charges**

Cost per participant:	Hire Fee:
Additional Lifeguards Required:	Other Fees (eg, After hours loading):
Additional staff fee (Lifeguards \$25 x 1hrs, Instructors \$40 x 1hrs):	<b>Total Fee Due:</b>
Method of Payment: <input type="checkbox"/> Lump sum payment on the day <input type="checkbox"/> Payment within 21 days on receipt of invoice	

**Terms and Conditions** (See over for more details)

- Minimum number of participants required:
  - Bookings cancelled with less than 24 hours notice will incur a charge at the full service rate.
  - Management reserves the right to change facility/lane allocation.
  - An adequate number of qualified supervisors are needed for all bookings, ask staff for correct ratio required.
  - "Free swimming time" is not permissible at any time unless cleared by Duty Manager.
- In accordance with Guidelines for Safe Pool Operation: Dive entries may only be performed in the deep end of the 25metre pool with an instructor supervising

I ..... of the above-mentioned school/organisation have read and accept the terms and conditions as outlined on the back of this form.

Signature: .....

**OFFICE USE ONLY:**

Name:	Signature:	Date:
Calendar Check: <input type="checkbox"/>	Initials:	
Invoice Number:		

## Terms and Conditions

### General

1. The signing of this 'Facility Booking Details' form, by a representative, on behalf of the school/organisation, indicates an acceptance, by the school/organisation, of the costs, charges and Terms and Conditions associated with the booking.
2. Payment must be made within 21 days of receipt of invoice.
3. If payment isn't made within 21 days bookings may be cancelled at managements discretion.
4. Bookings cancelled with more than 24 hours notice will incur a 50% administration fee.
5. Bookings cancelled with less than 24 hours notice will incur a charge at the full-anticipated rate.
6. The school/organisation agrees to meet all costs for the minimum number of participants as indicated by the school/organisation in the booking confirmation. It is recommend that the school/organisation accurately calculate the number of participants attending each session, as extra teachers/lifeguards/water space may not be available at short notice should numbers increase. Whilst a minimum charge is indicated schools/organisations should note that charges will be calculated on the actual number of participants attending. It is recommend that schools/organisations request an 'expression of interest' from participants prior to confirmation of the facility booking.
7. Management reserves the right to change facility/lane allocation.
8. "Free swimming time" is not permissible at any time unless cleared by the Duty Manager.
9. In accordance with Guidelines for Safe Pool Operation: Dive entries may only be performed in the deep end of the 25metre pool with a supervising instructor.
10. Christmas Island Community Recreation Centre is a smoke free venue. Smoking is not permitted within the centre or within 1 metre of its perimeter.
11. All areas accessed by the school/organisation must be left clean, tidy and free of rubbish.

### Aquatic Education

12. Schools accepting aquatic education teaching responsibilities are reminded:
  - a) Student/staff ratios must be in accordance with 'Guidelines for Safe Pool Operation'
  - b) To attach a copy of Public Liability Insurance for a minimum of \$5MIL.
  - c) The following qualifications for each school teacher may be requested by management:
    - i) AUSTSWIM – Teacher of Swimming and Water Safety
    - ii) CPR
    - iii) First Aid

### Other User Groups

13. Organisations accepting aquatic supervisory responsibilities are reminded:
  - a) Student/staff ratios must be in accordance with 'Guidelines for Safe Pool Operation'.
  - b) To attach a copy of Public Liability Insurance for a minimum of \$5MIL.
  - c) To attach copies of the following qualifications for each supervisor as per safe ratios:
    - i) CPR
    - ii) First Aid
    - iii) Bronze Medallion
14. Other qualifications may be required depending on group activities.
15. Groups are reminded to stay within the parameters of their booking with regards to time and allocated space so as not to impinge on other user groups.

NB: If there are any questions in regard to the above terms and conditions please contact the centre.