

Indigo Shire Swimming Pool Booking Form

POOL BOOKING FORM

Prior to completing this form, please ensure that you have contacted Council to confirm pool availability as outlined in the bookings section of the pools webpage.

All bookings must be submitted to info@indigoshire.vic.gov.au, forms that are missing relevant attachments and / or are not completed correctly will not be accepted.

1. Select Swimming Pool

Beechworth

Yackandandah

Chiltern

Rutherglen

Tangambalanga

2. Complete Details

School / Group: _____

Contact Person: _____

Postal Address: _____

Email: _____

Phone: _____

3. Enter requested times and dates

Date	Day	Time Required	Number of Participants	Number of Lanes	Reason for use eg: Bronze Course, free time, etc
		to			
		to			
		to			
		to			
		to			

Fees and Charges

		Fee	Number	Total
A.	Students with season pass	No fee		\$
B.	Students	\$ 3.10		\$
C.	Adult (Swimming) (Teachers – no fee)	\$ 5		\$
D.	Adult (Spectator) (Teachers - no fee)	\$1		\$
			Total Fee	\$

NOTE:

- Please ensure you confirm your booking and number of participants in above categories two weeks prior to booking with Recreation officer via email to ensure there are no booking conflicts.

- Cancellation of any booking with less than 5 hours' notice will incur a cancellation fee of \$50 to cover staff and administrative costs.

4. Method of payment

- Council to prepare invoice for _____ student entries at \$3.10 each.

5. Read and Sign Hire Agreement

Hire Agreement

Prohibited Behaviour

- Running
- Fighting
- Wrestling
- Spitting
- Flicking towels
- Littering
- Back flips
- Glass or ceramic containers
- Chewing gum whilst swimming
- Shoulder rides
- Wearing of street clothing in the pool

Provision of First Aid

First aid will be rendered by a qualified Lifeguard who will be on duty during the agreement booking. There will be a minimum of one Lifeguard on duty at all times as per the agreement.

Emergency Action Plan

In the event of an emergency, the following procedure will occur:

- Central control will be issued by the Pool Supervisor or Senior Lifeguard on duty.
- Direction will follow the action signal which is three short sharp blasts of a whistle, this signal indicates that all patrons should await directions from the central control person.
- Directions may require patron's / facility users to be involved in the emergency procedure directly.
- All verbal instructions will come from the Pool Supervisor or Senior Lifeguard on duty.

Stay calm at all times. Patrons may be requested to vacate the pool grounds for the assembly point.

Assembly Point

Staff and patrons are to assemble at the front of facility on footpath for initial count of personnel.

Medical Conditions

Please provide names and details of known medical conditions of any participants from your organisation. (If necessary please attach a separate form.)

Name	Known Medical Condition

Sign Hire Agreement

I _____ of (club / school name) _____ hold a current public liability policy of insurance in the joint names of the Club, group or school, and the Council, providing coverage for an amount per event of at least \$20 Million.

- Copy of **current** Public Liability attached.
- I abide by the setting out conditions of use, indemnifying Council and all of the Council's staff against any liabilities or claims that may arise.
- I confirm that I have read and understand the summary of rules relating to this Hire Agreement.

I accept that failure to cancel any booking with less than 5 hours' notice will incur a cancellation fee of \$50, which will be invoiced directly to the school.

Name _____

Date ____/____/____

Position _____

Signed _____