

Once you have read the below terms and conditions; 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

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 Hamilton Indoor Leisure and Aquatic Centre (HILAC) staff to provide emergency care.

Payment Method

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

School Swimming Program Use Only

- Confirmation of class numbers and class lists
- Would you like us to provide Swim and Survive Certificates (\$1 per participant)

Privacy Statement

The information contained in this document is collected to provide contact information for organisations or individuals, wishing to book HILAC facilities. This information may be disclosed to other areas of HILAC, Council or other third parties should contact be necessary regarding an issue with the booking or use of the facility and in accordance with the Information Privacy Act.

Terms and Conditions

COVID:

As a condition of entry, Hiree's are required to abide by all current Health Direction in force at the time of use.

This may include but is not limited to supplying a Covid Safe Plan and proof of Vaccination Status for those attending the Facility.

School Swimming Programs: Please provide participant numbers above. There is a maximum of 8 students per instructor during classes. If you would prefer smaller class sizes, please state this above. Please supply the class lists for your program (in Excel format) when submitting this form. Swim and Survive certificates can be issued at the end of your program, charged at \$1 per participant.

Public Liability Insurance: The Hiree 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 Hiree and HILAC, 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 HILAC. A copy of the policy and certificate of currency must be provided to HILAC 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 Team Leader Leisure Facilities. The Hiree agrees to indemnify and to keep indemnified, and to hold harmless HILAC, 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 Hiree's use of the Booked Area or any other activities of the Hiree at HILAC. The Hiree indemnity shall be reduced proportionally to

the extent that any act or omission of HILAC, its employees or agents, contributed to the loss or liability.

First Aid: HILAC will provide first aid and emergency care (unless otherwise agreed) 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.

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 HILAC staff to provide emergency care. If you do not wish to place the details on this form please call the Aquatic Service/Recreation Administration Officer and let them know verbally prior to your booking.

Supervision: The Hiree 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. HILAC Staff provide supervision for all patrons in the facility not only the participants in bookings. Hiree representatives need to be seated around the areas in which participants are and must be visible to all participants at all times. HILAC follows the 'Watch Around Water' policy and this must be adhered to at all times. As per Life Saving Victoria guidelines, aquatic bookings for over 60 participants will require additional Lifeguards. Therefore additional fees will occur to cover this.

Qualifications: If The Hiree is using their own staff for booking instruction, HILAC must be provided with their current qualifications. E.g. Austswim certification for swimming lessons.

Conditions of Entry: All participants must abide by the HILAC conditions of entry at all times whilst in the centre.

Cleaning: The Hiree must ensure the general cleanliness of the booked area is maintained during the booking period.

Damages: The Hiree must, on demand, of any costs incurred by Centre 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: In the event of an evacuation; HILAC staff are trained to follow an Emergency Evacuation Plan. During this time the Aquatic staff will use whistles and alarms will sound to attract attention. Groups should stay together and follow any direction given by HILAC staff members.

Cancellation: The Hiree may cancel a booking by giving written or direct verbal notice to the Aquatic Service/Recreation Administration Officer at least 24 hours before the commencement of the Booking Period. Failure to give 24 hours' notice will result in the Hiree being invoiced for the cost of the booking. The Aquatic Service/Recreation Administration Officer may, if the Centre or any part thereof is unfit for use, cancel a booking. Neither the Centre nor the Aquatic Service/Recreation Administration 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 Hiree).

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 Hiree 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. Upon arrival at the centre, you must sign in at the customer service desk.

Hiree Authorisation

I hereby agree to adhere to the terms and conditions and the facility conditions of entry of Hamilton Indoor Leisure and Aquatic Centre (HILAC). I confirm that I have legal capacity, and am physically and mentally competent to do so. The Hirees Acceptance of Conditions must be returned to the Aquatic Service/Recreation Administration Officer in order to process your booking request. Please keep a copy of these terms and conditions for

your records. HILAC will provide confirmation of your booking upon receipt of all information being returned.

If you have any queries regarding the above conditions, please feel free to contact us on 5551 4300.

Hiree Signature: _____ **Date:**

Senior Aquatic Programs/Senior Customer Relations Officer Signature:
_____ **Date:** _____

Booking Processed By: _____ Date: _____

Does need to Be Notified: Yes No

Added to Links: Yes No

Confirmation Issued: Yes No