

## AQUATIC BOOKING FORM

### CONTACT DETAILS

Organisation: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Address: \_\_\_\_\_ Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

### BOOKING DETAILS

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Day of the week: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_  
Activity (e.g. swimming carnival): \_\_\_\_\_  
Number attending: \_\_\_\_\_ Children \_\_\_\_\_ Adults \_\_\_\_\_ Spectators  
Are you an incorporated body? YES / NO **(If yes, please attach public liability insurance form)**  
Will there be instructing of an aquatic activity? YES / NO **(If yes, please attach all approved qualifications)**  
Will food be sold? YES / NO **(If yes, please attach food handler certificate)**  
Will any structures be erected? YES / NO Details: \_\_\_\_\_

### FACILITIES REQUIRED

- ☐ 50m Pool (Lanes: \_\_\_\_\_)
- ☐ 25m Pool (Lanes: \_\_\_\_\_)
- ☐ Slides (Please note slides are shared with general public unless discussed and approved otherwise)
- ☐ Inflatables (Please speak with the bookings officer to discuss options)
- ☐ BBQ (Quantity: \_\_\_\_)
- ☐ BBQ Shaded Area
- ☐ Grass Shaded Area
- ☐ Diving blocks (Quantity: \_\_\_\_)

#### ADDITIONAL ITEMS (PROVIDED FREE WITH BOOKING)

- ☐ Trestle Tables (Quantity: \_\_\_\_ )
- ☐ Small Round Tables (Quantity: \_\_\_\_ )
- ☐ Chairs (Quantity: \_\_\_\_ )

**Please provide details of how you would like these items set up:**

\_\_\_\_\_

#### PAYMENT

- ☐ Cash or Eftpos upfront
- ☐ Invoice - PO # \_\_\_\_\_ (Please note invoices can only be provided to those with an account)

#### Entry Costs

Child (5 -17 years)	\$4.10	Commercial Learn to Swim (up to 4yrs)	\$3.50
Adult	\$5.70	Age Pension (Senior)	\$2.00
Spectator	\$2.00	Concession	\$4.60
Education Department Child	\$3.20	Slides (per initial 2-hour session)	\$5.30

#### Hire Rates

Lane Hire	\$22/hour- per lane
Lifeguard	\$42/hour
Pool Manager	\$69/hour
Inflatable (small)	\$79 including operator

#### DECLARATION

I have read and agreed to the conditions of hire outlined on the next page of this form. I am aware that this booking has not been confirmed until I have received a confirmation email from Northam Recreation Centre's Booking Officer.

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## CONDITIONS OF HIRE

- Booking forms must be submitted to the Bookings Officer at least 5 business days prior to the booking date.
- Bookings must be made within opening days & hours unless discussed and approved otherwise.
- A public liability certificate of currency no less than \$10 million is required from all incorporated bodies or non-incorporated bodies who are not covered under the Shire's casual hirer insurance.  
Those covered under casual hirer's insurance include any person or group of persons (excluding a sporting body, club, association, corporation, or incorporated body), who hire a council facility for non-commercial or non-profit making purposes, less frequently than twelve (12) times per calendar year.
- An Environmental Health 'Food Handler' Certificate is required for all person's selling food. You can complete the course on the Shire of Northam Website via this link: <https://www.northam.wa.gov.au/develop-build/health/food-safety.aspx>
- Storage of items before or after the booking is not permitted unless discussed and approved otherwise.
- Persons providing instruction in specific aquatic activities must hold and provide an appropriate and approved qualification as per section 7.12 in the Aquatic Facilities Code of Practice. This includes but not limited to; swimming and water safety instruction, competitive swimming coaching, platform and springboard diving, and hydrotherapy (physiotherapy).
- Smoking is not permitted within ten (10) metres of any Shire of Northam facility.
- No alcohol or glass is to be brought into the facility.
- The council reserves the right to withdraw permission for the use of any facility at any time.
- Fees are set by council and cannot be adjusted. Please make sure your booking is paid in full 24 hours prior to your booking.
- Cancellations must be received in writing to [bookings@northam.wa.gov.au](mailto:bookings@northam.wa.gov.au) no less than 24 hours prior to the scheduled date. Failure to do so will result in a \$29.00 cancellation fee, unless approved otherwise.
- Conditions of entry must be followed at all times. Offenders may be asked to leave.
- The Shire of Northam is not responsible for any loss or damage of personal property.
- At the end of your booking, you must put all rubbish in the bin and leave the area in a clean and tidy state.
- We have a strict 1 to 100 ratio for lifeguard to patron supervision. If your booking consists of more than 100 people, you will be charged for the additional staff.
- If you would like to use the slides outside of the slide scheduled times, you will be charged for 2 additional staff to run them.