



Balclutha Centennial & Milton Centennial Pool Booking Application Form

Clutha District Council

Please complete and return to

Holly Ramsay — holly.ramsay@cluthadc.govt.nz

Or drop into the Balclutha Centennial Pool/Milton Centennial Pool

Contact Details

Main Contact Person:

Group/Organization if applicable:

Postal Address:

City:

Postcode:

Cellphone/Phone:

Email:

Signed:

Dated:

Hire Details

Name of Event:

Date of Event:

Pool Required: Milton/Balclutha

Start Time (Including set up):

Finish Time (Including clean up):

Approximate Number Attending:

Children Under 5	Children Under 8	Children 8 +	Adults	Spectators

	Time Required	Cost
Whole facility Required: Yes/No		Off peak hire per hour \$130.00 Peak hire per hour \$160.00 (Includes Meeting Room/ Lane Hire and admission charges)
Number of Lanes Required?		Lane hire per hour: \$25.00 (If not booking whole facility, admission additional)
Meeting Room (Balclutha Only): Yes/No	Time required if different from above:	Meeting room per hour: \$20.00 Meeting room per day: \$130.00 (If not booking whole facility)
Inflatable Required: Yes/No		Inflatable per hour :\$30.00 (Additional charge to all hires)
Additional Information:		
I have read and understood the general terms and conditions of hire.	Signed:	Dated:

Disclaimer

This is not confirmation of your booking.
All bookings will be confirmed by either letter or email along with cost.

Balclutha Centennial & Milton Centennial Pools General Terms and Conditions of Hire

The Clutha District Council hereby agrees to hire subject to the following conditions:

1. Use of Premises

- 1.1 The Council reserves the right of access to the premises during the period of hiring by officers of the Council.
- 1.2 All pool rules and instructions from staff are followed . (Rules attached)
- 1.3 Users are familiar with the attached emergency procedures.
- 1.4 Where decorations are to be used prior approval from the Council must be obtained.
- 1.5 Hirers may not enter the facility until the time booked and all users must vacate the facility at the completion of the booked period. The booking period must include setting up, dismantling and cleaning of the facility, unless prior arrangements have been made.
- 1.6 Noise from amplifiers and loudspeakers must be kept to a moderate level at all times. Failure to comply with this condition may result In the early closure of your function.
- 1.7 All children are to be supervised at all times.
- 1.8 All keys must be left within the facility at the completion of the hire.
- 1.9 The facility is secured at the end of the function. All lights, heaters, stoves and electrical appliances are turned off, and windows and doors are closed and locked.
- 1.10 That hirers consider there own health and safety requirements and if requested provide a copy of documentation to the council.

2. Cleaning of Facility

- 2.1 Hirer is responsible for the general tidying and cleaning of the facility to be completed within the booking times. Cleaning supplies are available from staff.
- 2.2 On Poolside/ Around facility this includes
 - All rubbish generated including carpark and adjacent grounds, is placed in rubbish bins
 - All equipment used is packed down and removed or returned to staff
- 2.3 In the meeting room (Balclutha Only) this includes
 - Room vacuumed
 - Dishes washed and dried
 - Tables, benches and appliances are wiped down
 - Tables and chairs are returned to the original location
 - All equipment used is packed down and removed or returned to staff
- 2.4 Council may arrange for the restoration of the premises to its former condition if additional cleaning is required. The cost of such work will be charged back to the hirer.

3. Loss or Damages to Facility

- 3.1 Any damage caused to the premise or loss of contents must be reported immediately.
- 3.2 The Council further reserves the right to take any action necessary to recover or make good at the hirers expense, any loss or damage incurred from the negligent use of the premises or contents.
- 3.3 The Council accepts no responsibility for loss or damage to any property which may be brought to the facility, whether within or outside the premises, and does not provide any insurance cover for such property, including property left secured in any storage facility which may be provided.

4. Breach of Conditions

Any breach of these conditions may result in:

- 4.1 Closure of function.
- 4.2 Refusal to accept future bookings.
- 4.3 Additional charges being incurred.

5. Right of Refusal to Hire

- 5.1 The Council may, at its discretion, refuse any application for hire and may cancel any booking without assigning a reason (in which case all monies paid will be returned in full).

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Please be aware that during the hire of the facility, normal rules apply and we ask that you help our staff to enforce these. Any activities that you may wish to undertake that will contravene normal rules need to be discussed and agreed on prior to the hire.

Pool Rules:

All children under the age of eight need to be actively supervised by a caregiver 16 years or older and able to provide immediate assistance at all times. Children under the age of five need to be kept within arm's reach of their caregiver.

Please wear approved clean swim wear such as:

- Swimming togs - Rash top - Swimming shorts above the knee - Tight fitting singlet - Wetsuit
- Children who are not toilet trained need to wear an aqua nappy

Cubby holes are provided on poolside

- Please remove personal belongings from the change rooms
- We take no responsibility for personal belongings
- We recommend not bringing valuables into the building

Food and drink (with the exception of water bottles) are not permitted on poolside

- No glass containers in facility
- No chewing/ bubble gum in facility

Refrain from dangerous or inappropriate behavior including

- Running
- Climbing on shoulders, dunking, pushing and flips
- Inappropriate language
- Abuse of property or other persons

Dive and jump only in the deep end of the main pool

Please check with staff before taking photos

Please do not swim if you have had diarrhoea in the last 14 days

This facility is alcohol, drug and smoke free

Follow the directions of pool staff, they are there to ensure the safety and enjoyment of all patrons.

Therapeutic Pool

You must be 18+ to use this pool

This pool is an extra hot environment and users may experience substantial body stress

People with medical conditions, pregnant women and elderly should seek medical advice before use

Drink fresh water and keep well hydrated

Stay in the pool only as long as you feel comfortable and for no longer than 20 minutes.

Hazards

There are a number of hazards in the facility to be aware of including

Drowning

Falls, Slips & Trips

Other users

Chemical usage

Over exertion

Restricted areas

Please be aware of these hazards, we have worked to minimize the likelihood of any risks occurring, however they still exist and please take measures to ensure these are also addressed through your own health and safety plan, if you need advice we can assist you.

Evacuation

If you discover a fire, trigger the nearest call point (located by emergency exit doors)

Exit the facility immediately, All emergency exits are lit

Calmly make your way to the designated assembly point at the front of the building, and stay there

Do not re enter the building until the all clear is given by emergency services as well as pool staff.

Earthquake

Swimmers should move to the centre of the pool

Spectators: Stop, Cover, Hold.

Accident/ Medical

A **First aid kit** and **Defibrillator** are located in the **Reception area**

Take steps to prevent further injury

Immediately alert pool staff.

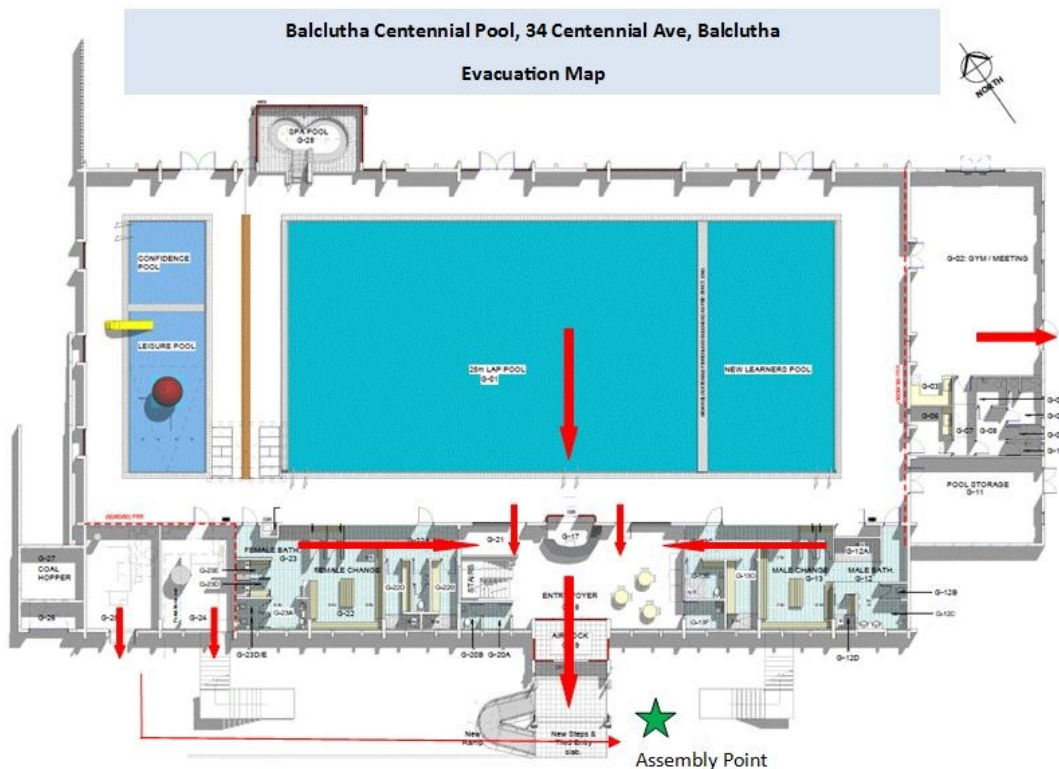
Meeting Room Only Hire Outside of Facility Operating Hours

Please be aware that there is no access to a phone or first aid supplies, please supply your own.

If the fire alarm sounds please evacuate to the front of the building, the fire alarm is connected to the Fire Service and they will arrive automatically.

Do not re enter the building until the fire service gives the all clear.

Contact Holly the Aquatic Services Team Leader on 027 293 5620 as soon as practicable.



Evacuation

If you discover a fire, trigger the nearest call point (located by emergency exit doors)

Exit the facility immediately, All emergency exits are lit

Calmly make your way to the designated assembly point at the front of the building, near the entrance gate and stay there

Do not re enter the building until the all clear is given by emergency services as well as pool staff.

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