



APPLICATION FOR USE OF COUNCIL AQUATIC CENTRES

BOOKING CONTACT DETAILS

Organisation name			ABN	
Organisation address		Billing address		
		<input type="checkbox"/> Same as org. address		
Suburb		Suburb		
State		State		
Postcode		Postcode		
Primary contact name		Accounts contact name		
Phone		Phone		
Mobile		Mobile		
Fax		Fax		
Email		Email		

Please tick the facility you would like to book:

Maitland Aquatic Centre
02 4933 5073
aquatics@maitland.nsw.gov.au

East Maitland Aquatic Centre
02 4933 3488
aquatics@maitland.nsw.gov.au

Activity or event	
-------------------	--

(Council prohibits unstructured swimming activities)

Casual allocation School Event Other (please specify) _____

Pool space required

- | | | |
|--|--|---|
| <input type="checkbox"/> MAC indoor 25m pool (8 lanes)
Number of lanes required: _____ | <input type="checkbox"/> MAC program pool | <input type="checkbox"/> EMAC outdoor 50m pool (6 lanes)
Number of lanes required: _____ |
| <input type="checkbox"/> MAC outdoor 50m pool (8 lanes)
Number of lanes required: _____ | <input type="checkbox"/> MAC splash pad | <input type="checkbox"/> EMAC volleyball court |
| <input type="checkbox"/> MAC inflatable
Number of hours: _____ | <input type="checkbox"/> EMAC inflatable
Number of hours: _____ | <input type="checkbox"/> Kiosk
Time required: _____ |

Number of attendees		Age range of attendees	
---------------------	--	------------------------	--

OPTION 1**OPTION 2**

Date/s required				Date/s required			
Starting time		Finishing time		Starting time		Finishing time	
Number of supervisors attending the activity/event and their qualifications							

EQUIPMENT HIRE

Please tick the appropriate boxes that apply to your booking and refer to the [website](#) for fees and charges.

P.A Hire		<input type="checkbox"/> YES
Starter Hire		<input type="checkbox"/> YES
Marquee Hire (each)	Number required: _____	<input type="checkbox"/> YES
Meeting Room		<input type="checkbox"/> YES
· I certify that the information in the 2 page application form is true and complete		<input type="checkbox"/> YES
· I have read and agree to all of the Terms and Conditions for use of Council Aquatic Centres as listed on the website		<input type="checkbox"/> YES
· I am aware and agree to all of the Guidelines for Safe Water Supervision as listed on the website		<input type="checkbox"/> YES
· I am aware of all the Aquatic Centre Maps and Evacuation Diagrams as listed on the website		<input type="checkbox"/> YES
· I have attached the relevant public liability assurance certificate and qualifications		<input type="checkbox"/> YES

STORAGE HIRE

From time to time and by agreement with management user groups may be permitted to store goods and equipment on site.

Any storage of same shall be at the risk of the user group. Maitland Aquatic Centre bears no responsibility for loss theft or damage during storage.

COMMENTS

Name

Signature

Date



TERMS AND CONDITIONS FOR USE OF COUNCIL AQUATIC CENTRES

Council means Maitland City Council, ABN 11 596 310 805, 285-287 High Street Maitland NSW 2320

Hirer means the person/organisation named in the Hire Application Form

Venue means the Council Aquatic Centre facility specified on the Hire Application Form, and includes the grounds surrounding the facility

Council and the Hirer have agreed that the Venue will be hired by the Hirer on the following terms and conditions:

1. BOOKING

- All applications for hire are to be made by completing and submitting to Council a Hire Application Form.
- Council may, at its discretion, decline any application for hire.
- Regular bookings may be made over a maximum period of three (3) months. If a major event will be held during the regular booking period (eg Local, Regional or State carnival), the Venue must be booked separately to the regular booking by completing a new Hire Application Form.
- Bookings are not confirmed until the Hirer has supplied all relevant documentation to Council, and Council has issued a booking confirmation letter to the Hirer.

2. FEES AND CHARGES

- The Hirer must pay the booking invoice within 30 days of the date of the invoice.
- Hire charges will be in accordance with Council's current schedule of fees and charges (available on Council's website).
- For school carnival bookings:
 - a. start and finish times and number of lanes required must be advised, or the Hirer will be charged the maximum booking fee (based on 5 hours' hire of all lanes),
 - b. in addition to the School Carnival booking fee, each student must pay the participant fee (as specified in Council's current schedule of fees and charges, available on Council's website).

3. CANCELLATION FEE

- The Hirer must give Council no less than 48 hours' notice of cancellation of the hire. Cancellation with less than 48 hours' notice will incur a cancellation fee as specified on Council's website.

4. CLEANING/DAMAGE FEE

- The Hirer is responsible for any damage caused to the Venue, Venue surrounds, and Venue equipment, furniture or fittings. Any such damage must be reported to Council (via the Venue) by the Hirer as soon as possible. Any damage arising from the hire will incur a Cleaning/Damage Fee, as specified in Council's current schedule of fees and charges (available on Council's website).
- The Hirer must ensure the Venue is left in a clean and tidy state after use. Failure to leave the Venue in a satisfactory state will incur a Cleaning/Damage Fee, as specified in Council's current schedule of fees and charges (available on Council's website).
- If the Cleaning/Damage Fee is insufficient to meet any costs incurred by Council as a result of the hire of the Venue, the Hirer will be responsible for the balance of those costs.

5. GENERAL CONDITIONS OF USE

- The Hirer accepts full responsibility for:
 - a. any loss or damage to the Venue, Venue surrounds or any Venue equipment/fittings/furniture during the hire of the Venue,
 - b. any loss or damage to equipment or property brought into the Venue (whether by the Hirer or attendees) during the hire of the Venue,
 - c. the behaviour of all attendees, including any damage or injuries sustained as a result of wilful misconduct by the Hirer or attendees.
- Where the Hirer provides services to children, the Hirer will comply with NSW Child Protection legislation and will, on request, provide Council with a copy of relevant documentation.
- All hirers must cooperate by remaining in the allocated lane.

6. PROHIBITED USE OF THE VENUE

- The Hirer must not sub-let the Venue.
- The Hirer must use only one (1) electrical appliance in each power point (appliances are not to be piggy backed into each other eg. by the use of a double adaptor or power board).
- The Hirer must not use or bring into the Venue any glass containers or glass bottles.
- Alcohol is prohibited at the Venue.
- Smoking is prohibited:
 - a. inside the Venue,
 - b. within 10 metres of any children's playground equipment,
 - c. within 4 metres of any pedestrian entrance to or exit from the Venue.

- All hirers must cooperate by remaining in the allocated lane.
- The Hirer must not undertake any upgrade, replacement or maintenance of Council property without Council's prior approval.
- The Hirer must not erect any signage (including advertising and temporary signs) without Council's prior approval.
- It is the Hirer's responsibility to ensure that attendees do not use the Venue in any manner prohibited above.

7. SAFETY

- The Hirer is responsible for the supervision and safety of attendees at the Venue at all times.
- The Hirer's Primary Contact must complete the site-specific induction checklist with the Venue staff prior to the event.
- The Hirer must ensure that the number of attendees at the Venue does not exceed the Venue capacity.
- The Hirer must familiarise themselves with the following information (available on Council's website):
 - a. Venue Conditions of Entry, also available at the entrance of the Venue,
 - b. Venue evacuation diagram,
 - c. NSW Department of Education's Supervision Guide for swimming pools,
 - d. NSW Department of Education's Aquatic Guidelines for Safe Water Entry for Competitions – Competitive Dive Starts,
 - e. Maitland City Council's Safety Management Plan of Public Change Room Access,
 - f. For inflatable hire: Inflatable Policy and Rules of Play,
 - g. For School Carnival Splash Pad hire: Splashpad Rules.
- **It is the responsibility of the Hirer to ensure attendees at the Venue are aware of and (where applicable) comply with the above information.**

8. FOOD CONDITIONS

- If the Hirer wishes to supply or provide food other than via the Venue kiosk, the Hirer must obtain Council's pre-approval.
- The Hirer must follow Food Safety Standards if food is to be prepared or supplied at the Venue. Refer to www.foodstandards.gov.au for details of the Food Standards Code's Food Safety Practices and General Requirements.
- Any loss of perishables will be the sole responsibility of the Hirer. Council will not be responsible for the loss of any perishables for any reason.

9. NOISE

- The Hirer is responsible for ensuring that noise is kept at acceptable levels and for complying with the noise requirements of the *Protection of the Environment Operations Act 1997 (NSW)*.

10. CLOSURE/CANCELLATION

- At any time and at Council's absolute discretion, Council may determine that the Venue is unusable (eg due to inclement weather or safety concerns) and declare all or part of the Venue closed. The Hirer and any attendees must immediately vacate the Venue if it is declared closed.
- Council reserves the right to cancel any Venue hire if Council:
 - a. considers, at its absolute discretion, that the Venue's Aquatic Centre facility may be unduly damaged by use, or
 - b. requires the Venue for a special event or purpose.
- In such cases, Council will assist the Hirer in finding a suitable alternative venue.

11. INSURANCE

- All Hirers must hold and keep current Public Liability Insurance (minimum \$20 million) which indemnifies Council from and against all claims arising from the hire.
- The Hirer must promptly report all incidents to the Pool Duty Manager at the Venue.
- Any loss of or damage to personal property (including money, jewellery, credit cards), property on hire or loan or any contents stored at the Venue will be the sole responsibility of the Hirer. Council will not be responsible for any such loss or damage for any reason.

12. BREACH OF CONDITIONS

- Any breach of these Conditions of Hire entitles Council to cancel the Hirer's booking and, if applicable, require the Hirer to immediately vacate the Venue.

13. INDEMNITY

- The Hirer agrees to indemnify Council from liability for any loss, damage or injury arising from the Hirer's occupancy of the Venue.

SAFE SUPERVISION

Council requires all user groups or hirers to adhere to the guidelines outlined in the table below for 'Safe Supervision at an Aquatic Centre'

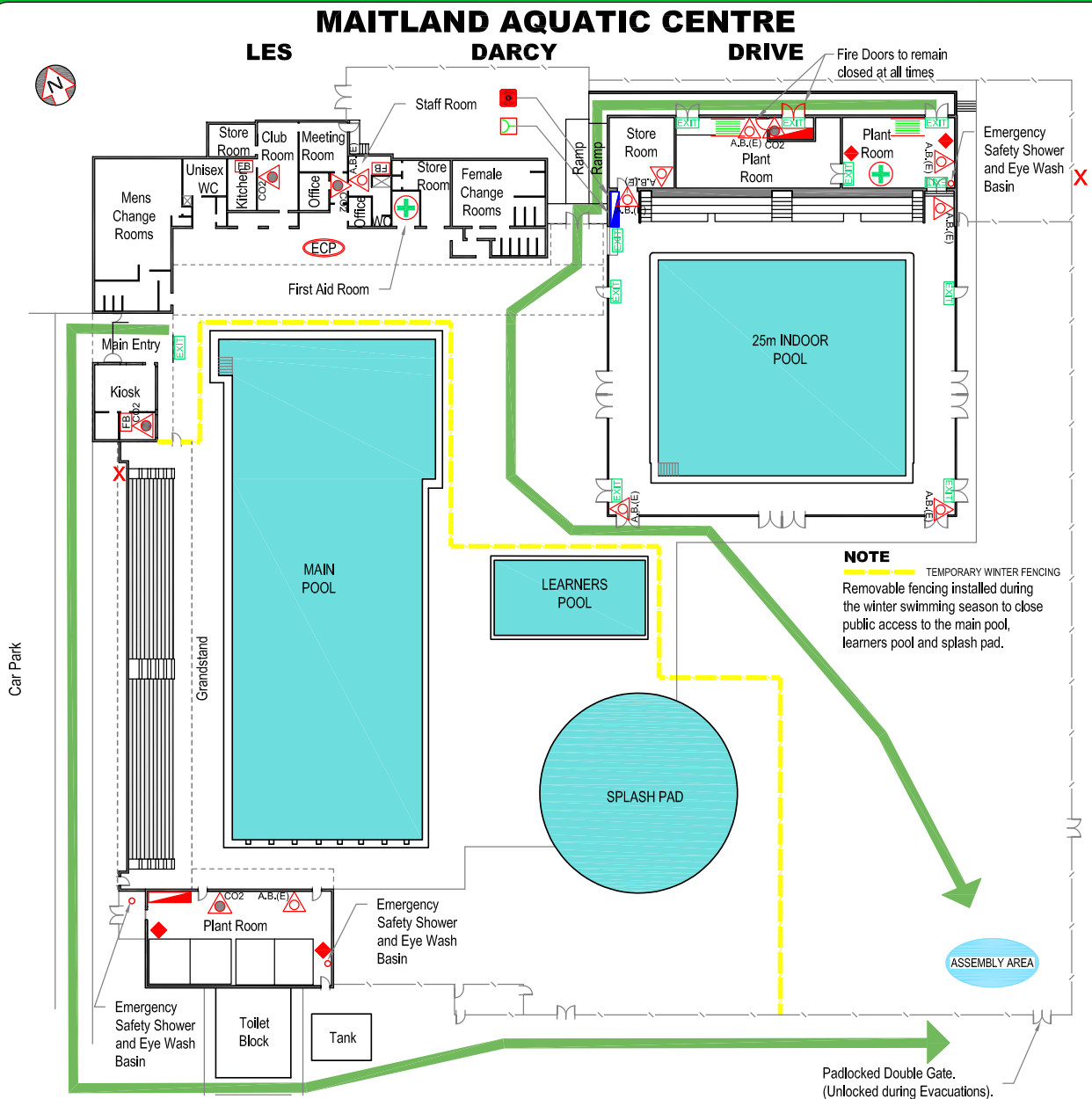
ACTIVITY/PROGRAM	SAFE SUPERVISION	QUALIFICATIONS REQUIRED
<p>School Initiated Intensive Learn to Swim Programs in confined shallow water.</p>	<p>BEGINNERS - little or no experience 1 : 10</p> <p>INTERMEDIATE - able to achieve basic survival skills 1 : 12</p> <p>In addition to providing staff to fulfill instructional requirements, schools should ensure that arrangements have been made for supervision of the deck and for students who leave their instructional group for any reason.</p>	<p>Teachers or Community Instructors engaged to INSTRUCT in Learn to Swim classes must possess the AUSTSWIM Teacher of Swimming and Water Safety Qualification.</p> <p>Teachers must be indirect contact with their class at all times.</p> <p>At least one of the Supervising Teachers must possess recognized current training in CPR.</p>
<p>Recreational Swimming which may be incorporated in weekly Swimming Programs, School Excursions or Activity Days including the use of the Splash Pad and inflatable devices.</p>	<p>Schools must arrange for sufficient staff to control the activity.</p> <p>There should be a Minimum of two (2) Adult Supervisors present at all times.</p> <p>All Supervisors must have the expertise to implement safety procedures.</p> <p>The number of Supervising teachers will depend on Student numbers and the type of Activity and the Conditions at the Venue.</p> <p>However, the supervision ratio must not exceed 1:20.</p>	<p>At Least one (1) of the Supervising Teachers must possess recognized current training in CPR (up to date).</p> <p>At Least one (1) of the Supervising Teachers must hold current qualifications in one (1) of the following: AUSTSWIM Teacher of Swimming and Water Safety Certificate, RLSSA Bronze Medallion, Swimming Teacher Rescue Award, SLSA Patrol Bronze Medallion or SLSA Surf Rescue Certificate.</p>
<p>Weekly / Intensive Training and Instruction providing for the teaching of Life Saving and Advanced Swimming.</p>	<p>Group size will depend on a number of factors. As a guide, a 1:15 Ratio for Life Saving classes is recommended for Swimmers able to Swim 25 meters or more confidently using a recognized swimming stroke.</p>	<p>The Teacher / Instructor must have appropriate Expertise and / or Training in the Teaching / Instruction / Coaching of Swimming.</p> <p>At Least one (1) of the Supervising Teachers have received current training in CPR (up to date).</p>



Children under the age of six (6) years will be provided with a compulsory Keep Watch @ Public Pools Wristband which must be worn at all times. This wristband(s) will be the responsibility of the parent or carer to ensure they are applied and worn at all times within Council's Aquatic Centre's. These wristbands will be provided by Maitland City Council either at the admissions counter or within the facility.



EVACUATION DIAGRAM



\\Admin\doc\Commondata\Evacuation Diagrams\MAITLAND POOL Prepared by Maitland City Council, 14 July 2017.

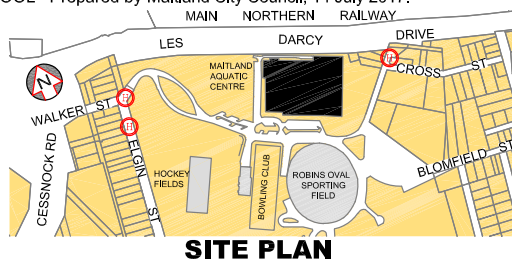
IN CASE OF FIRE

REMOVE PEOPLE FROM DANGER
Do not obstruct exits and exit routes.

ALERT OTHERS TO RAISE ALARM
Dial 000 and ask for the Fire Brigade.

LOSE DOORS AND WINDOWS
Close doors behind you and where possible, windows.

EVACUATE THE BUILDING
Do not obstruct exits and exit routes.



000

EMERGENCY

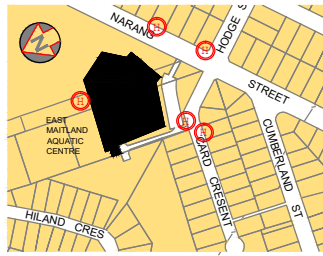
LEGEND

DRY CHEMICAL POWDER EXTINGUISHER	FIRE HOSE REEL	FIRST AID KIT	ASSEMBLY POINT
CARBON DIOXIDE EXTINGUISHER	EXIT SIGN	BREAKGLASS ALARM	EMERGENCY CONTROL POINT
ELECTRICAL SWITCHBOARD	EGRESS ROUTE	FLASHING FIRE ALARM	HAZARDOUS MATERIAL
FIRE INDICATOR PANEL	PERIMETER FENCING	FIRE BLANKET	GAS ISOLATION POINT
	TEMPORARY WINTER FENCING	EMERGENCY SAFETY SHOWER	HYDRANT

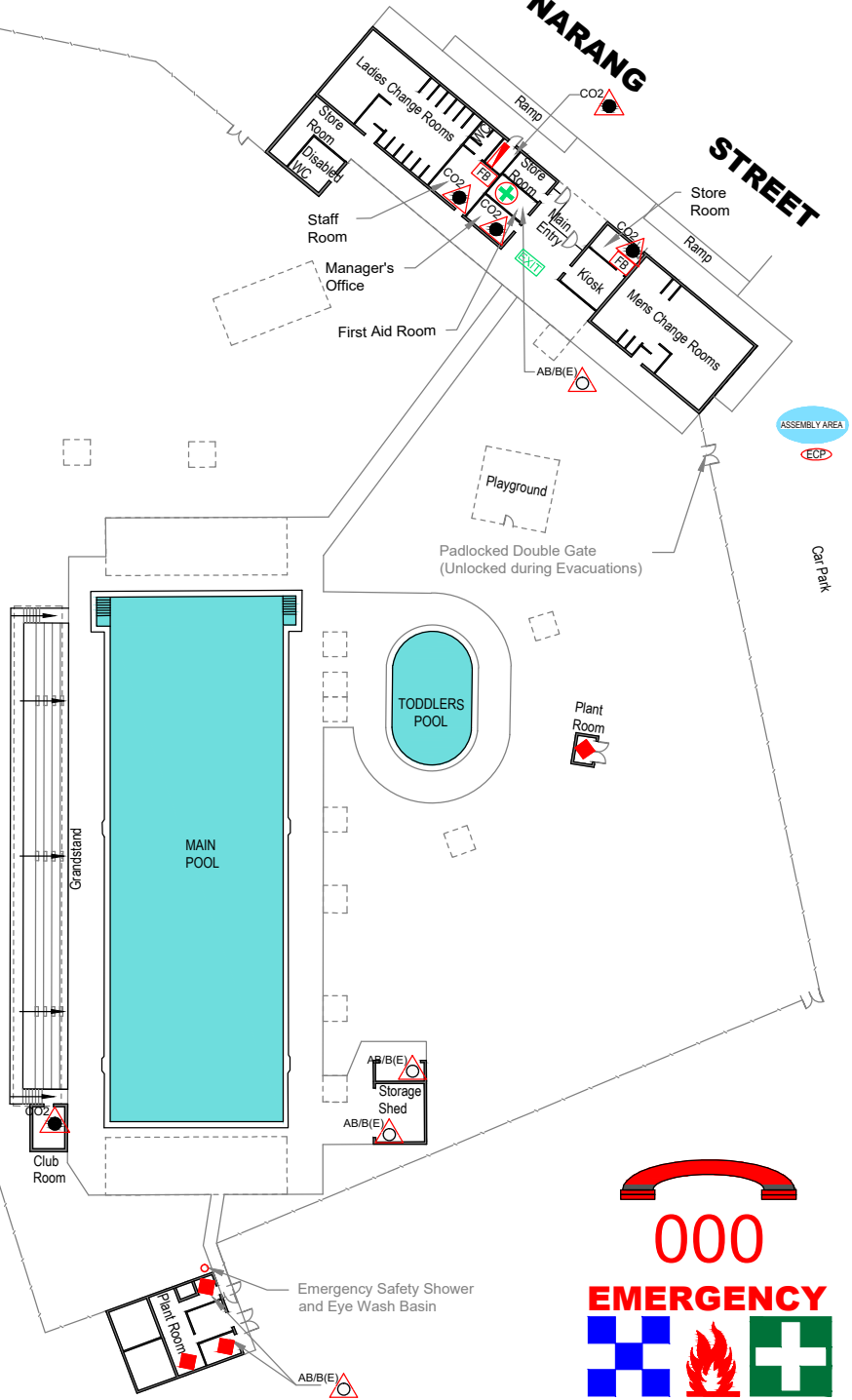


EVACUATION DIAGRAM

EAST MAITLAND AQUATIC CENTRE



SITE PLAN



\\Admindoc\Commdata\Evacuation Diagrams\
EAST MAITLAND AQUATIC CENTRE
Prepared by Maitland City Council, 27 June 2011.

IN CASE OF FIRE

- R** REMOVE PEOPLE FROM DANGER
Do not obstruct exits and exit routes.
- A** ALERT OTHERS TO RAISE ALARM
Dial 000 and ask for the Fire Brigade.
- C** CLOSE DOORS AND WINDOWS
Close doors behind you and where possible, windows.
- E** EVACUATE THE BUILDING
Do not obstruct exits and exit routes.



000

EMERGENCY



LEGEND

- | | | | |
|-----------------------------|------------------------|-------------------------|-------------------------|
| FOAM EXTINGUISHER | FIRE HOSE REEL | FIRE INDICATOR PANEL | EMERGENCY CONTROL POINT |
| POWDER EXTINGUISHER | EGRESS ROUTE | FIRST AID KIT | HAZARDOUS MATERIAL |
| WATER EXTINGUISHER | EXIT SIGN | BREAKGLASS ALARM | HYDRANT |
| CARBON DIOXIDE EXTINGUISHER | ASSEMBLY POINT | FIRE BELL SWITCH | EMERGENCY LIGHTING |
| CHEMICAL EXTINGUISHER | ELECTRICAL SWITCHBOARD | FIRE BLANKET | STAIRS |
| | | EMERGENCY SAFETY SHOWER | |

