



Hirer Details

Date of Application / /

Name of School/Organisation

Contact Name

Suburb

Postcode

Phone (Home)

Phone (Work)

Phone (Mobile)

Fax

Email

Type of Program

Estimated Number of Participants

Booking Details

Day/s and Date/s Requested

Times Requested

Resource Requested (please circle)

Program Pool

Training Pool

Training Room 1

Training Room 2

Additional Equipment Requested ie: Pool hoist

Additional Comments

DECLARATION

I have read and understand the terms and conditions of hire and I am aware that failure to adhere to these conditions may result in cancellation of my booking.

Signature

Date





STANDARD TERMS AND CONDITIONS

The following standard terms and conditions shall apply to all bookings at the Aquatic Academy Seven Hills. The facility is owned and operated by the Royal Life Saving Society NSW.

GENERAL CONDITIONS

The management of the Aquatic Academy reserves the right to impose any condition it considers reasonable or necessary to achieve the safe and proper use of the Aquatic Academy property and its immediate surrounds.

During any booking where the management representative on site reasonably determines further action is required to ensure the safe and proper use of the property, the Hirer shall comply with any such direction.

Hirers must take all reasonable care for their own safety and the safety of others.

All Hirers must follow the Aquatic Academy's Conditions of Entry. These conditions are located at the entry to the facility and copies of these conditions are available on request.

Hirers do not have exclusive use of the facility. The Hirer is responsible for ensuring that their participants respect the rights and amenity of other users of the facility.

ACCESS & EGRESS

1. Entry to the facility for hirers is permitted 30 minutes prior to commencement of the booking.
2. Main Entry Doors are to be kept clear at all times.
3. Pool decks/walkways, doors & exits are to be kept clear at all times (free of towels, clothing, chairs, equipment and other obstructions)

SUPERVISION

The Hirer has primary responsibility for water safety supervision during their booking. The Hirers will ensure participants in the water are constantly monitored by the Hirer or their representative.

Only structured activities are permitted in the pool. Unstructured novelty races & free swimming are not permitted due to safety issues.

The Hirer must provide adequate supervision and support to any non-swimmer in their group in or around water.

BOOKINGS

All general enquiries can be made to the Aquatic Manager or Swim School Coordinator on (02) 8814 8637. To ensure the success of your booking, the details of proposed activities, including numbers, the nature of the booking, catering, transport, entertainment, dates, times, fees and charges must be discussed.

During the allocated booking time, access to water is limited only to the booked room/water space confirmed. If additional space/time is required, consultation with management is required to determine whether additional space is available.

Hirers may use only the areas of the facility that have been booked for their use.

It is important that bookings start & finish on time. If the booking runs over the allocated booking time without prior permission from management, the full hourly fee applies to each hour or part thereof in excess.

Seven Hills
78 Best Road Seven Hills 2147
Email sevenhills@royalnsw.com.au
Call 02 8814 8637

Denistone East
47-63 Lovell Road Denistone East 2112
Email denistoneeast@royalnsw.com.au
Call 02 9067 3840

 AquaticAcademy.com.au





UNFORESEEN CIRCUMSTANCES

The facility reserves the right to alter or cancel bookings at short notice due to late bookings for internal events or other unforeseen circumstances. Should this occur, every effort will be made to accommodate your booking at an agreed time.

FEES/CANCELLATIONS

Should the booking be cancelled by the Hirer for any reason a cancellation fee of 25% will be charged if written notice is not received by the Aquatic Academy within 14 days prior to the booking.

Our standard payment terms are 30 days unless otherwise stated. Failure to pay according to our payment terms will result in the cancellation of all future bookings.

SECURITY AND CO-ORDINATION OF BOOKING

An authorised representative of the Aquatic Academy will be present at each booking to ensure the safety of the property and its contents, and to provide access to the facility. The Aquatic Academy may immediately terminate any booking that has become disorderly.

WRITTEN CONFIRMATION

Written confirmation from the Aquatic Academy or any person authorised by it forms part of these terms and conditions.

RESOLUTION TO DISPUTE

The parties agree to negotiate in the event of any dispute before taking formal legal action.

TERMINATION

The Aquatic Academy may terminate this agreement immediately by notice in writing if the Hirer fails to comply with any part of this agreement.

The Hirer may terminate this agreement by providing notice to the Aquatic Academy in writing 14 days prior to the date they wish to cease the booking.

NO ASSIGNMENT

The Hirer shall not assign, transfer, sub-let or sub-licence or otherwise part with possession of the facility without the prior written consent of the Aquatic Academy.

FIRST AID

The facility is responsible for providing a first aid room and equipment, access is for facility staff only unless facility staff attending to a patient gives specific permission. In the event of an accident a qualified facility staff member will be primarily responsible for the provision of first aid services within a reasonable response time. Children under the age of 10 years should be accompanied by a parent/carer or responsible adult whilst receiving first aid.

INDEMNITY

The Hirer, by signing the Venue Hire Agreement Form, this hereby indemnifies The Aquatic Academy and any of its employees or representatives in relation to any of its property against all claims for which the Aquatic Academy may become liable in respect of loss, damage or accident or injury to property or person caused or contributed to by the booking or any act or failure to act of the Hirer, its staff or agents or authorised representatives or the Hirer's failure to comply with its obligation under these conditions.





INSURANCE

Any corporation or commercial client, on payment of the initial deposit, must also provide evidence of a current Public Liability Insurance Policy with a cover for the specific Aquatic Academy property of not less than \$5,000,000. A copy of the policy is to be lodged with the Aquatic Academy.

SMOKING

Smoking is not permitted in the interior of the building or any other part of the property.

ALCOHOL

Consumption of alcohol is not permitted in the Aquatic Academy.

USE OF DANGEROUS ARTICLES

Hazardous Substances and dangerous goods such as explosives, fuel ammunition, firearms or flammable liquids are not permitted to be brought onto the property.

PUBLICITY

Use of the Aquatic Academy logo or any graphic representation thereof, in any format, in conjunction with this Venue Hire Agreement is strictly prohibited without the prior written consent of the Aquatic Academy. All advertising or promotion of the booking must be discussed and approved by the Facility Manager and / or CEO of Royal Life Saving NSW.

BOOKING AND ENQUIRIES

The Hirer must be responsible for enquiries/acceptance associated with the booking as well as payments or confirmation to attend. All bookings are subject to a deposit being paid at the time of booking unless agreed to by management.

LATE CONCLUSION

If the conclusion of the booking time occurs after the time specified, a surcharge will be applied.

PHOTOGRAPHY

No photography of children will be permitted in the Aquatic Academy, due to the Child Protection legislation.

ACCESS

The Aquatic Academy reserves the right to restrict access to any part of a property and any hazard tape or barriers in place shall be complied with.

CLEANING

Post booking cleaning is included in the hire charge; however, all rubbish must be removed at the conclusion of the booking or be deposited in the bins provided. If Aquatic Academy Staff deem that the room or pool area needs an additional amount of cleaning to be completed, a cleaning fee, determined at the time, may be charged to cover time and materials needed to bring the area back to presentable.

Damage to equipment or facility will be investigated and may result in the Hirer incurring the repair or replacement fee.

EMERGENCY

In the event of an emergency the Aquatic Academy staff will provide direction and assistance. A copy of the Emergency Action Plan is attached on the back page.





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HIRER'S USE OF THE SITE

The Hirer, at the Hirer's cost and to the satisfaction of the Aquatic Academy, undertakes to:

- (a) Repair all damage caused to the Property as a result of the Hirer's use of the property having regard to the state it was in prior to the booking.
- (b) Remove all of the Hirer's personal property and leave any rubbish or waste material in the provided bins.
- (c) Restore the property to the condition it was in before the booking.

ACCEPTANCE OF THE STANDARD TERMS AND CONDITIONS

By signing this document, the Hirer acknowledges that he/she understands and accepts all the above conditions, and that he/she understands and accepts all special conditions as set out above relative to this Venue Hire Agreement

Seven Hills

78 Best Road Seven Hills 2147

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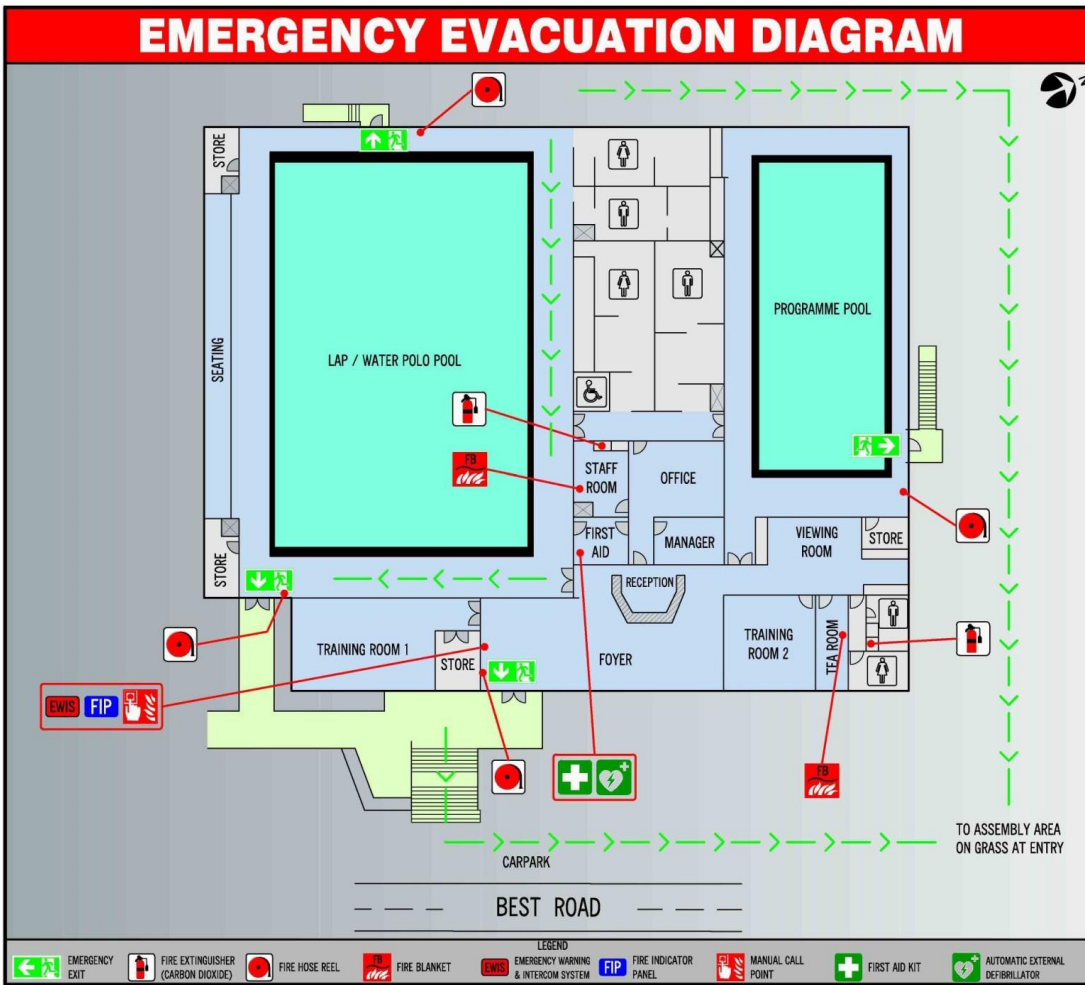


ROYAL LIFE SAVING
AUSTRALIA

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EMERGENCY EVACUATION DIAGRAM



AQUATIC SAFETY TRAINING CENTRE
GROUND FLOOR
78 BEST ROAD
SEVEN HILLS
ISSUE DATE : MAR 2013
VERSION : 1

EMERGENCY PROCEDURES

STAGE 1 - WHEN THE ALERT SIGNAL SOUNDS

- Be aware of a possible emergency involving the building
- All Wardens report to the Warden Assembly Point
- Remaining staff to prepare for an evacuation
- If instructed, Wardens are to search their area for possible danger
- Only attempt to extinguish a fire if trained, and it is safe to do so

STAGE 2 - WHEN THE EVACUATION SIGNAL SOUNDS OR DANGER IS PRESENT

- Wardens are to commence evacuating their floor or area immediately
- Occupants evacuate via the nearest emergency exit. **DO NOT USE LIFTS**
- Once outside the building, all persons are to move to and remain at the External Assembly Area

WHEN YOU DISCOVER DANGER OR HEAR A FIRE ALARM

REMEMBER RACE

- R** - Remove people from the immediate danger area (Do not obstruct Exit or Exit Routes)
- A** - Alert others in the vicinity of the fire or danger (Raise the Alarm, Call 000 and call for Fire Brigade)
- C** - Confine fire and smoke or other threat of danger (Close all doors behind you and where practicable, windows)
- E** - Extinguish or Evacuate (Only if trained and safe to do so, attempt to extinguish the fire)

ASSEMBLY AREA DIAGRAM

AT THE ASSEMBLY AREA

- No person is to re-enter the building unless advised to do so by the responding emergency services, or the Chief Warden
- Report any persons not accounted for to your Floor/Area Warden

LEGEND

- EMERGENCY EXIT
- FIRE EXTINGUISHER (CARBON DIOXIDE)
- FIRE HOSE REEL
- FIRE BLANKET
- EMERGENCY WARNING & INTERCOM SYSTEM
- FIRE INDICATOR PANEL
- MANUAL CALL POINT
- FIRST AID KIT
- AUTOMATIC EXTERNAL DEFIBRILLATOR

TJS FIRE & SAFETY Level 2, 215 Best Street, Moore Park NSW 2019 | 1800 TJS FIRE | tjsfire.com

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