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D I C K S O N
AQUATIC CENTRE



Hire request agreement form

This hire request agreement is made between the Dickson Aquatic Centre and the hirer named below. Please fill out all sections of this form. Please read the terms and conditions of your booking request carefully before signing and faxing back to the Dickson Aquatic Centre.

Hirer (organisation):

Hirer's address:

Contact name and position:

Phone:

Email:

Hiring purpose (title of event):

Date/s requested:

Start and finish times:

Contact name of supervisor (person present during event):

Number of supervisors attending:

Number of participants attending:

Age range of participants:

Does your organisation have a policy on Yes No

supervisor/participant ratio?

If so, please include a copy of your policy.

Does your organisation have public liability insurance? Yes No

If so, please include a copy of your policy.

How many First Aiders will be attending?

Please note, this hire agreement is not a confirmation of your booking. Once your booking is confirmed you will receive a booking confirmation from the Dickson Aquatic Centre.

The Dickson Aquatic Centre agrees to hire the facility if all **terms and conditions** are read and understood.

Emergency Action Plan: In the event of an emergency, all patrons should await directions from the central control person. Directions may require patrons / facility users to be involved in the emergency procedure directly. All verbal instructions will come from the pool supervisor or senior lifeguard on duty. An Emergency Action Plan flowchart is attached to this document. Upon request, hirers can be given a copy of the whole Emergency Action Plan.

Insurance: The Dickson Aquatic Centre has public liability insurance up to \$20 million per claim. The Dickson Aquatic Centre expects that the hirer has public liability insurance for a minimum of \$10 million per claim with a reputable and solvent insurer which notes the interests of the hirer in respect of the pool, for any liability arising out of the direct or indirect use of the pool, arising out of this agreement. Evidence of the currency of this public liability insurance shall be forwarded to the Centre prior to this agreement becoming effective.

Staffing: The hirer agrees to have an agreed number of supervisors trained in Senior First Aid. These supervisors must be present at all times in areas designated by the venue manager.

During all hours of operation, staffing levels are maintained as per the relevant guidelines produced by the Royal Life Saving Society. A minimum of two lifeguards are on duty for all opening pool hours. All lifeguards are qualified with the Bronze Medallion, Pool Lifeguard Certificate and Senior First Aid.

Safety standards for pool operation and supervision: Pool operations are in compliance within the parameters as described by the Code of practice to minimise the public health risk from swimming pools—ACT Department of Health and Community Care, 1999 and the Pool operator’s handbook, Human Services Victoria, 2000. These regulations ensure factors such as disinfection concentrations, water clarity, testing type, frequency and documentation are adhered to at all times.

Risk Assessment: If the hirers require a risk assessment of the aquatic facility, they need to conduct their own risk assessment before the activities commence.

Behaviour: The hirer is prohibited from: running; fighting; wrestling; spitting; flicking towels; littering; back flips; glass or ceramic containers; defacing property; chewing gum whilst swimming and shoulder rides.

The hirer agrees to leave the facilities, changing rooms, toilets and showers in a clean and tidy condition.

Police attendance: In the event of theft, malicious damage or any similar incidents the decision to call the police is at the discretion of management or the guest concerned.

First Aid: It is expected that at least one of the hirer’s supervisors has current first aid training. All Dickson Aquatic Centre staff have First Aid training, this ensures there are at least two qualified members to assess and treat where required at all times in the centre. On request or as required management will direct guests to appropriate medical services or call an Ambulance.

Sun Protection: Dickson Aquatic Centre recommends the use of rash shirts, hats, sunglasses and sun cream. It is also recommended that the hirer use areas under shade, such as under the trees on the grass or under the shade cloths in the pool.

Payment: The hirer agrees to pay all invoices within seven days of receiving the invoice.

Damages: The hirer agrees to pay, on demand, the cost of repairing any damage or loss of equipment caused by events in the control of the hirer.

Medical Details: As part of the higher agreement it is your responsibility to inform the Dickson Aquatic Centre of any medical details or conditions, for example; allergies, or asthma.

Declaration

I declare that I am authorised by the above organisation to hire the facilities specified for the purpose specified. I have read and understood the *Dickson Aquatic Centre Hire Agreement* and the *Dickson Aquatic Centre Emergency Action Plan* and confirm that I accept them on behalf of the above organisation.

Hirer’s Signature

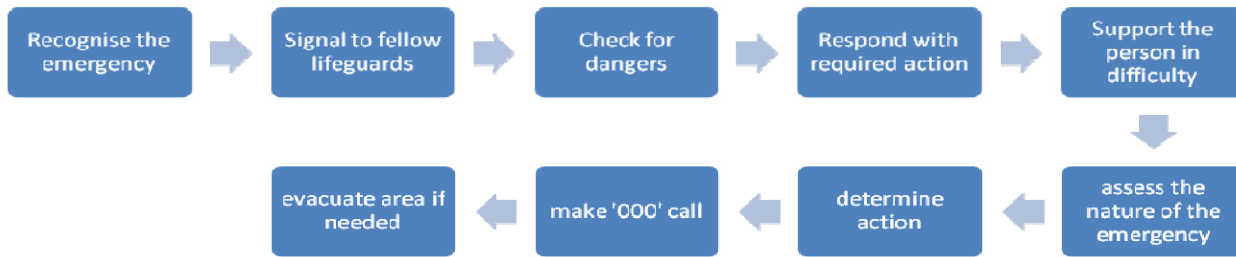
Date

Venue’s Signature

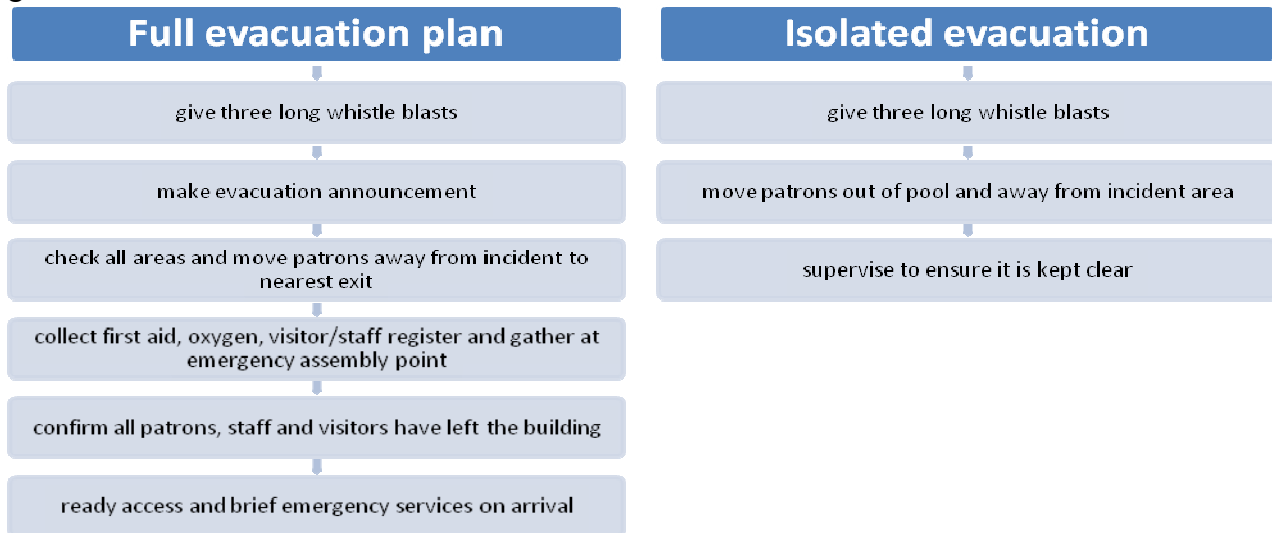
Date

Emergency Action Plan flowchart

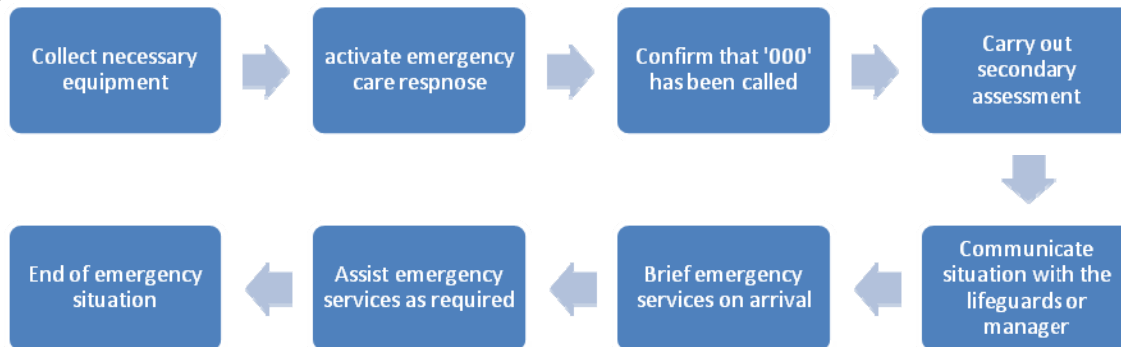
Stage one



Stage two



Stage three



Stage four

