



Christmas Island Community Recreation Centre



Facility Booking Form

Organisation Name: _____

Surname: _____ First Name: _____

Postal Address: _____ Post Code: _____

Telephone: _____ Mobile: _____

Email Address: _____

Please tick the area you wish to book

- | | |
|---|--|
| <input type="checkbox"/> Full Function Room | <input type="checkbox"/> Health Club |
| <input type="checkbox"/> Half Function Room | <input type="checkbox"/> Badminton Court ____ court(s) |
| <input type="checkbox"/> Creche | <input type="checkbox"/> Sports Hall (Full Court) |
| <input type="checkbox"/> Kitchen Facilities | <input type="checkbox"/> Sports Hall (Half Court) |
| <input type="checkbox"/> Toddler Pool | <input type="checkbox"/> 25m Pool ____ lane(s) |

When would you like to book this facility

Date: _____ Time from: _____ Time to: _____

Date: _____ Time from: _____ Time to: _____

Date: _____ Time from: _____ Time to: _____

Date: _____ Time from: _____ Time to: _____

Nature of activities: _____

Other information/requirements: _____

Term and Conditions

I, of the above mentioned organisation/group have read and accept the terms and conditions outlined on the back of this form.

Signature: Date:

Terms and Conditions

General

1. The signing of this 'Facility Booking Details' form, by a representative, on behalf of the school/organisation, indicates an acceptance, by the school/organisation, of the costs, charges and Terms and Conditions associated with the booking.
2. Payment must be made within 21 days of receipt of invoice.
3. If payment isn't made within 21 days bookings may be cancelled at management's discretion.
4. Bookings cancelled with more than 24 hours notice will incur a 50% administration fee.
5. Bookings cancelled with less than 24 hours notice will incur a charge at the full-anticipated rate.
6. The school/organisation agrees to meet all costs for the minimum number of participants as indicated by the school/organisation in the booking confirmation. It is recommend that the school/organisation accurately calculate the number of participants attending each session, as extra teachers/lifeguards/water space may not be available at short notice should numbers increase. Whilst a minimum charge is indicated schools/organisations should note that charges will be calculated on the actual number of participants attending. It is recommend that schools/organisations request an 'expression of interest' from participants prior to confirmation of the facility booking.
7. Management reserves the right to change facility/lane allocation.
8. "Free swimming time" is not permissible at any time unless cleared by the Duty Manager.
9. In accordance with Guidelines for Safe Pool Operation: Dive entries may only be performed in the deep end of the 25metre pool with a supervising instructor.
10. Christmas Island Community Recreation Centre is a smoke free venue. Smoking is not permitted within the centre or within 1 metre of its perimeter.
11. All areas accessed by the school/organisation must be left clean, tidy and free of rubbish.

Aquatic Education

12. Schools accepting aquatic education teaching responsibilities are reminded:
 - a) Student/staff ratios must be in accordance with 'Guidelines for Safe Pool Operation'
 - b) To attach a copy of Public Liability Insurance for a minimum of \$5MIL.
 - c) The following qualifications for each school teacher may be requested by management:
 - i) AUSTSWIM – Teacher of Swimming and Water Safety
 - ii) CPR
 - iii) First Aid

Other User Groups

13. Organisations accepting aquatic supervisory responsibilities are reminded:
 - a) Student/staff ratios must be in accordance with 'Guidelines for Safe Pool Operation'.
 - b) To attach a copy of Public Liability Insurance for a minimum of \$5MIL.
 - c) To attach copies of the following qualifications for each supervisor as per safe ratios:
 - i) CPR
 - ii) First Aid
 - iii) Bronze Medallion
14. Other qualifications may be required depending on group activities.
15. Groups are reminded to stay within the parameters of their booking with regards to time and allocated space so as not to impinge on other user groups.

NB: If there are any questions in regard to the above terms and conditions please contact the centre on (08) 9164 7939.