

AQUATICS BOOKING REQUEST FORM

1. Organisation's Name: _____

Contact Person: _____ Ph: _____ Mob: _____

Alternative Contact Person: _____ Ph: _____

Email or fax number for confirmation: _____

Postal address for invoicing: _____

2. Nature of the activity: _____

Estimated number of participants: _____

3. Area(s) required (please tick):

| | |
|---|--------------------------------------|
| <input type="checkbox"/> 50m Pool (10 lanes) | Number of Lanes required: _____ |
| <input type="checkbox"/> 50m Pool – 25m lane ropes (10 lanes) | Number of Lanes required: _____ |
| <input type="checkbox"/> 50m Pool Underwater Hockey Field (10 lanes) | Number of Fields (2) required: _____ |
| <input type="checkbox"/> 50m Pool Water polo Field (10 lanes) | 25m or 33m Fields required: _____ |
| <input type="checkbox"/> 25m Teaching Pool (4 lanes) | Number of Lanes required: _____ |
| <input type="checkbox"/> Function Room – capacity 100 seated | |
| <input type="checkbox"/> Grandstand seating – capacity 495 people | |
| <input type="checkbox"/> Meeting Room – capacity 15 seated | |
| <input type="checkbox"/> Function Room – capacity 100 seated | |

4. Booking details (tick 1 option):

☐ **One-off Booking:**

Day: _____

Date: _____

Times required: _____

☐ **Regular/Periodic Booking:**

Start date of Booking: _____

End date of Booking: _____

Day/s required: _____

Times required: _____

Dates Booking is NOT required (eg. School holidays): _____

5. Set up Requirements: Hire fees apply for all equipment. Hire fees are for supply only, additional fees may apply if SWSC is required to set up for your event.

| Item | Number Required | Item | Number Required |
|---------------------------------------|-----------------|----------------------------------|-----------------|
| Chairs for timekeepers | | Additional grandstands (seat 25) | |
| Trestle Tables | | Microphone cordless PA | |
| Giant Inflatable (8yrs +) @ \$100/hr. | | Waterslide @ \$50/hr | |

6. Additional Information: Is there any additional information you would like us to know?

7. Declaration: I, the person making this booking, have read and agree to the South West Sports Centre's Venue Booking Terms and Conditions (Please see over for full terms and conditions)

Signature: _____

Date: _____

PLEASE NOTE: This form is a booking request only. Your booking will not be confirmed until you are contacted by a SWSC staff member within 48hours of submitting this form.

PAYMENTS & FEES

- All fees are to be paid within fourteen (14) days of the invoice date.
- Payments not received by the due date may result in cancellation of booking.
- **DEPOSITS:** Your booking can only be confirmed once a deposit (non-refundable) has been received. The following deposits are required:

| | |
|-------------------------------------|-----------------------|
| Total venue hire less than \$100 | = No Deposit required |
| Total venue hire greater than \$100 | = 25% Deposit |

- **AMENDMENTS TO BOOKINGS:** Any changes to your booking must be submitted in writing (eg. Fax, email, letter)
- **CANCELLATION OF BOOKING:** Any cancellations must be received in writing and may incur a fee as outlined below:

| | |
|--|--------------------------|
| Cancellation of your booking more than 10 days prior to the booking: | No charge |
| Cancellation of your booking less than 10 days prior to the booking: | 50% of total booking fee |

GENERAL TERMS & CONDITIONS

- Bookings will only be accepted if they are submitted on a Venue Booking Request Form.
- All applicants must sign and return this booking request form **prior** to commencement of Hire
- The South West Sports Centre reserves the right to cancel bookings providing **notice** is given in writing at least 30 days prior to the booking start date.
- Management reserves the right to use the facility, should it be required for a special purpose or one off events providing the **request** is received in writing at least 60 days prior to the booking start date.
- All areas used must be left in a clean and tidy condition. Should the centre require additional cleaning (above that which is normally done) as a result of your use of the facilities, the hirer will be invoiced for these additional costs.
- The hirer is required to vacate the Centre at the expiration of the time specified on the booking form. Failure to do so will result in additional costs being invoiced to the hirer. Continued and persistent breaches of agreed hire times may result in termination of the booking at the Centre Managers discretion.
- The hirer will take all reasonable steps to ensure the safety of participants and spectators using the facility during the hire period. The facilities will be fully supervised by staff of the hirer.
- Anyone found causing willful damage to any Centre property, or found to have removed or misused Centre property may be charged to the full extent of the law.
- Damage to Centre property shall be paid for by any person(s) who willfully or negligently causes such damage. The venue hirer is responsible for damages incurred by dependent guests/children.
- Any damage discovered prior to booking, please report to reception; this will ensure your organization will not be held responsible.
- Groups are to maintain and keep order and decent behaviour.

OFFICE USE ONLY

Request venue available? Yes / No Approved: Yes / No Date: _____

Has the booking been entered into the appropriate booking sheets? Yes / No

This booking has been confirmed via: ☐ Email ☐ Letter ☐ Phone ☐ Fax on ____/____/____

PAYMENT DETAILS

Total Hire Fee: \$ _____

Deposit Paid: \$ _____

Date paid: _____

Receipt#: _____

BALANCE OWING: \$ _____

Date paid: _____

Receipt#: _____

METHOD OF PAYMENT

Notes: _____
