

Sunshine Leisure Centre

Hire Agreement Form



HIRE DETAILS

Organisation:			
Primary Contact Person:		Position:	
Billing Address:			
Suburb:		Postcode:	
Email:		Work:	Mobile:
Accounts Contact Person:		Accounts Contact email:	

INSURANCE / SUPERVISION DETAILS

All user groups, organisations and schools are required to provide a copy of current Public Liability with a minimum coverage of \$10,000,000. Please provide a copy of your public liability certificate of currency.

Certificate attached

Brimbank City Council is committed to the safety of all participants taking part in activities at Brimbank's Leisure Centres. Brimbank City Council requires that all Hirers ensure that employees and volunteers conducting programs on behalf of the Hirer hold valid qualifications applicable to the activity/activities being conducted - Refer to section 2.0 of Terms and Conditions.

Schools are required to adhere to The Safety Guidelines and Education Outdoors as outlined by The Department of Education, including ratios of supervision.

Numbers of actively supervising adults must be confirmed 2 weeks prior to the booking date.

Please note: All recreational activities in the pool must be structured; active and consistent supervision must be maintained by staff in charge of the group at all times.

To enable adequate lane space set up and Lifeguard supervision a plan outlining the activities for the hire period must be submitted 2 weeks prior for review and approval.

AGREEMENT

<input type="checkbox"/>	I understand that acceptance of this booking is at the discretion of Brimbank City Council
<input type="checkbox"/>	I have read and understand the Terms and Conditions outlined in this form and I agree on behalf of the school/organisation/group to ensure these obligations are met.

Hire Period:			
Payment Method:	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Invoice	
Signed for and on behalf of the hirer		Date:	
Signed by Brimbank City Council		Date:	

HIRE DETAILS

Booking Type:	<input type="checkbox"/> Single	<input type="checkbox"/> Recurrent	<input type="checkbox"/> Multiple
Activity Type:	<input type="checkbox"/> Recreational	<input type="checkbox"/> Competitive	<input type="checkbox"/> Carnival
	<input type="checkbox"/> Training	<input type="checkbox"/> Physiotherapy	
	<input type="checkbox"/> Other - please specify		

Please refer to Venue Hire Pricing Section to fill out tables below:

Facility hire	Number of lanes / room	Day	Date	Start time	Finish time	Number of attendees
Sunshine Leisure Centre						
Eg: Outdoor 25m Pool Lane Hire	3 lanes	Wednesday	25 May 2021	9am	12pm	50

Entry Only	Name of MVP holder
Eg. Multi Visit Pass (10 x entry)	

Equipment/amenities available @ Sunshine Leisure Centre

Tick the applicable equipment you would like to access as part of your facility hire.

<input type="checkbox"/> Aqua Dumbbells	<input type="checkbox"/> Tables (max. 4)	<input type="checkbox"/> Chairs (max. 12)	<input type="checkbox"/> Portable PA system
<input type="checkbox"/> Noodles	<input type="checkbox"/> Change Rooms	<input type="checkbox"/> Grass Area (e.g. dry sports)	
<input type="checkbox"/> Other - Please specify			

By signing this Agreement, the hirer acknowledges the following obligations:

You must, and must ensure that all Participants (including staff and volunteers):

- comply to Terms and Conditions
- leave the Facilities, including, change rooms, toilets and showers in a clean and tidy condition;
- ensure the Equipment is returned, in its original condition, to the place it was located at the commencement of the Hire Period, unless previously agreed;
- hold any relevant industry qualifications for the Permitted Use as required by law or by us (in our absolute discretion); and
- ensure that Participants dealing with minors have a valid Working with Children Check during the full term of this agreement;
- adhere to the Watch Around Water policies and procedures where they apply;
- ensure that participants are instructed/supervised according to their skill set
- become familiar with the layout of the facility and all amenities and the Emergency Evacuation Plan (attached). In case of an emergency the Evacuation Plan must be followed.
- Hirers must conform with emergency Action Plan and medical plan; must comply and adhere to health & safety policies and procedures in place
- not bring into or consume food or drink in the Crèche.

Terms and Conditions

1.0 Booking & Cancellation Policy

Applications are made by completing and submitting the hire application form. Bookings are accepted up to six months in advance and close two weeks prior to the booking date. The booking confirmation will be emailed to the nominated contact person; bookings do not take effect until written confirmation of your booking is provided. If preferred dates are unavailable, the nominated person will be contacted to discuss an alternative.

All facility hire require a minimum 3 business days' notice of cancellation. Late notice cancellations will incur a cancellation fee.

The final cost of your booking will be provided in a confirmation letter. Hire fees will be charged in accordance with Council's Fees and Charges and payment is required for times or entries set out in the booking confirmation letter.

2.0 Supervision

2.1 Brimbank's Leisure Centres & Watch Around Water Policy

- Children under 10 years of age must be accompanied into the centre by a responsible adult over the age of 16 years and actively supervised at all times while in the centre.
- Children under 5 years must be accompanied into the centre by a responsible adult over the age of 16 years and be supervised within arms reach at all times while in the centre.
- **Active supervision:** requires responsible adult to be positioned for an immediate uninterrupted response to the aid of the child including unannounced entry to the water.
- **Arms reach:** requires the responsible adult to be positioned to respond to the child with only an arms reach. You should not be responsible for more than 8 children under the age of 10 years or 4 children under the age of 5 years.
- **Change Rooms:** Adult supervision is required in and around change rooms when in use by group; minimum one female and one male for each change room.
- **Entry/exit point:** Adult supervision is required at entry point to monitor student egress

2.2 Qualifications

Brimbank City Council is committed to the safety of all participants when it comes to aquatic activities at Brimbank's Leisure Centres. Brimbank City Council requires that all Hirers ensure that employees and volunteers conducting programs on behalf of the Hirer hold valid qualifications applicable to the activity/ activities being conducted.

Swimming Coaches, the minimum qualifications requirements are: AUSTSWIM Teacher of Swimming and Water Safety or Equivalent, CPR - Cardiopulmonary Resuscitation and WWCC - Working With Children Check

Physiotherapists, Exercise Physiologists and any Health professionals to provide qualification or proof of registration as an Allied Health Professional

Brimbank City Council may conduct spot checks with Hirers. Employees and volunteers conducting programs on behalf of the hirer must carry their qualifications with them at all times.

Schools are required to adhere to The Safety Guidelines and Education Outdoors as outlined by The Department of Education - <https://www.education.vic.gov.au/school/principals/spag/curriculum/pages/swimming.aspx>

3.0 Diving

Where a dive entry may be required, the Hirer is responsible for informing students and parents/guardians of the water depth of the pool they will be diving into. Only students who have been taught to dive by a qualified Swimming Teacher or Swimming Coach are to perform a dive entry. Where students have not been assessed by a qualified person for a safe dive entry then they are not permitted to perform a dive entry and should use a push start position from the wall.

Starting blocks should be inspected prior to each use to ensure they are correctly fitted, sturdy and free of potential hazards. Starting blocks should only be available for use by those deemed as competent at executing a safe dive entry.

4.0 Insurance and Indemnities

All user groups, organisations and schools are required to provide a copy of current Public Liability with a minimum coverage of \$10,000,000.

5.0 Privacy

Brimbank City Council is collecting the personal information requested on this form for the purpose of assessing and processing your request to hire Leisure facility. Collection and handling of personal information is conducted in accordance with Brimbank Council's Privacy Policy which is available on our website (www.brimbank.vic.gov.au/privacy-policy).

6.0 Invoicing

The individual, user group, organisation and school making the booking are responsible for the account. All invoices are processed on the last business day of each month.

7.0 Maximum Attendees Policy

Additional attendees above the maximum outlined in the fees and charges structure requires additional staffing. Refer to Lifeguard Fee in Fees and Charges Structure Table.

8.0 Centre Rules

You must, and must ensure that all Participants:

- comply with COVID-19 restrictions and requirements
- comply with all applicable laws in relation to the Permitted Use;
- comply with governing bodies regarding supervision, qualifications and transportation;
- comply with instructions given by our staff in relation to the Facilities, Equipment and the Permitted Use;
- do not interfere with use of the Centre by any other person (including any Centre members and hirers of facilities, equipment or areas in the Centre);
- do not behave in a way which is inappropriate, risky or detrimental to the safe enjoyment of the Centre by others;
- do not hawk, sell, dispose of or supply any goods and services in the Centre;
- do not re-hire, sub-let, or license the Centre or the Facilities or any part of them to any person;
- do not erect or display, within the Centre, any advertisement without written consent from the Manager or erect or display any advertisement or signage;
- do not bring or permit to be brought into the Centre any alcohol beverage, unless prior written permission is approved from Management and the appropriate liquor license is obtained to Management's satisfaction;
- do not collect any monies in or adjacent to the Centre or grounds surrounding the Centre, this includes fundraiser;
- do not permit radio or television broadcast, motion pictures or other film, recording, audio or video tapes made of any activities or events in the Centre without prior written approval from Management and the relevant licensing authorities;
- do not erect any marquee, hut, stall or similar structure in or adjacent to the Centres without prior written permission from Brimbank City Council;
- do not sell, offer or expose for sale or permit to be sold any refreshments, merchandise or other goods, massage or other service in association with the Hire without prior written permission from Brimbank City Council;
- do not bring or permit to be brought into the Centre any dangerous goods or hazardous substances, including glass containers. Management reserves the right to confiscate any glass containers; and
- do not use high voltage cables or electrical equipment on any pool deck at the Centre; and
- do not undertake diving unless and until a qualified Swim Teacher or Swimming Coach has previously assessed the ability of Participants and is actively supervising the diving being undertaken;
- do not smoke in or in close proximity to Brimbank City Council facilities;
- do not bring into, or consume on, the premises any drugs or illegal substances. Anyone found to be using or conducting illicit activities will be removed from the facility; and
- keep all emergency exit doorways and passageways clear of obstruction at all times;
- ensure all rubbish is deposited in bins provided. Excess rubbish must be taken away by the Hire

2021/2022 Fees and Charges Structure

VENUE HIRE PRICING

Sunshine Leisure Centre	Cost	
Indoor/Outdoor 25m Pool Lane Hire (includes 10 swim entries)	\$73.40 per lane per hour	
Whole Pool Hire (up to 100 swimmers)	\$227 per hour	
Inflatable Hire (2 hours minimum)	\$227.10 per hour (minimum 6 years of age)	
<p>Additional Lifeguard Fee</p> <p>Lifeguard to patron ratio will be determined under a risk assessment basis* and under GSPOs current requirements.</p> <p>* factors include but are not limited to numbers of participants, type of activity, age of participants and swimming abilities.</p>	\$54.50 per Lifeguard per hour	
Adult Aquatic Entry (excluding steam & spa)	\$7.20 per person	
Adult Multi Visit Pass	10 x visits \$68.80	20 x visits \$129.60
Student/Concession Aquatic Entry (excluding steam & spa)	\$6.10 per person	
Student/Concession Multi Visit Pass	10 x visits \$54.90	20 x visits \$109.80
Multi-Purpose Room Hire (Crèche, Tom Taafe Room or Group Exercise Studio)	\$31.40 per hour (non for profit pricing - \$21.20 per hour)	
	\$213.70 Daily Rate	
Cycle Studio (min 8. max. 24 participants)	\$17.50 per person (concession/student \$14.90 per person)	
Group Fitness Class (min. 8 max. 35 participants)	\$17.50 per person (concession/student \$14.90 per person)	