

FACILITIES USAGE CONDITIONS FOR HIRERS

The Waves Fitness & Aquatic Centre is owned and managed by The Hills Shire Council and for the remainder of this document will be referred to as the Aquatic Centre.

These terms and conditions apply from 16th March 2022 and supersede all previous conditions and agreements.

1) ACCESS AND EGRESS

- a) Entry to the Centre for participants, officials and spectators is permitted 30 minutes prior to commencement of the booking.
- b) Access to the water is permitted only during the booked time and only to the booked water space.
- c) No warm-up time is available prior to the booking time, even if participants wish to pay the casual user entry fee.
- d) Hirers may use only the areas of the Centre which have been booked for their use.
- e) Car parking - hirers do not have authority to use parking areas designated for disabled, kiosk or Council (these "Authorised Only" areas are regularly patrolled by Council rangers, and you may incur a parking fine).
- f) Arrangements for special access for equipment drop off/pick up may be made at the time of booking.

2) FEES AND CHARGES

- a) Centre fees are set annually by The Hills Shire Council and normally apply from 1st July to 30th June the following year.
- b) Fees and charges applied to a booking will be those current at the time usage occurs and therefore may vary from those quoted previously.
- c) Pool hire and individual entry fees must be paid upon entry to the centre, unless prior approval for invoiced payment has been given. In this case, an attendance form must be completed at reception upon entrance to the centre. Invoices will be prepared and sent to hirers and must be paid within 14 days of receipt. Failure to pay within this time may affect future applications for bookings. A receipt as proof of payment is available upon request.
- d) Due to the busy nature of the Centre, it is important that bookings finish on time. If the booking runs over the allocated booking time without prior permission from the centre manager, the full hourly fee applies to each hour or part thereof in excess.
- e) All cancellations or alterations to bookings must be requested in writing. Cancellation/alteration requests must be signed by the person who originally made the original request, and it will not be deemed effective until received by the Centre Manager.
The Centre requires (14) days' notice prior of cancellation/alteration from the date of the booking. If this notice is not given you will be charged in full for the pool space

3) OTHER USERS OF THE CENTRE

- a) Hirers do not have exclusive use of the whole centre. The hirer is responsible for ensuring that participants and spectators respect the rights and amenity of other users of the centre.

4) PROVIDE DETAILS OF YOUR GROUP

The Online Booking Enquiry Form for hire of the Waves Fitness & Aquatic Centre must be completed and submitted on the The Hills Shire Council website.

5) INSURANCE AND INDEMNITY

- a) Refer to clauses J and k of the hire agreement for the conditions which apply.

6) UNFORSEEN CIRCUMSTANCES

- a) The Centre reserves the right to alter or cancel bookings at short notice due to late bookings for major events or other unforeseen circumstances. Should this occur, every effort will be made to accommodate your bookings at an agreed time. If no time is available or a substitute time is not acceptable to the Hirer, then a pro-rata refund of the hiring fee will be made, at the Council's current hourly hire rate.

7) CONDITIONS OF ENTRY

- a) The Aquatic Centre is a smoke free venue
- b) The hirer is responsible for ensuring that participants and spectators observe the centres conditions of entry, displayed at entry, and conditions listed below, and all other items and conditions stated in this document.
- c) All centre users are entitled to enjoy their desired activity in a pleasant, healthy and safe environment. Therefore, the following are not permitted within the centre:
 - Running
 - Littering
 - Diving/jumping in shallow water
 - Pushing
 - Skateboards/Scooters/Bicycles/Skates
 - Glass
 - Playing on lane ropes
 - Alcohol and drugs
 - Bombing, back flips or dunking
 - Offensive or dangerous behaviour
 - Food in pool/eating or drinking in pool (other than bottled water)
 - Use of mobile phones or photographic equipment in the change rooms, shower or toilets
- d) Children under the age of 14 years must be closely supervised by an adult 16 years or over) at all times.
- e) Users must comply with all reasonable requests made by the centre staff.
- f) Failure to comply may result in expulsion from the centre.

8) CLEANING/DAMAGE

- a) Ensuring that novelty items such as streamers, pom poms, balloons or posters are prohibited. If those items do become a problem, hirers will be asked to remove them from the centre.
- b) Ensuring that the booked areas are left in a clean and tidy condition and that no damage has occurred (if extra cleaning or maintenance is required, your organisation will be expected to meet the costs incurred by Council).
- c) Ensuring that no glass or plastic cups are distributed (it is suggested that foam or paper cups be used).

9) SUPERVISION AND SAFETY

Hirers responsible for:-

a) General

- i) Primarily responsible for the safety of participants and spectators within the facility.
- ii) Acceptable conduct of participants and spectators throughout the booking.
- iii) Safe orderly access and egress from the centre by participants and spectators.
- iv) Supervision of their participants and spectators change rooms.
- v) Supervision of their participants and spectators on the concourse areas.
- vi) Supervision of their participants and spectators on the grassed areas.
- vii) Supervision of their participants and spectators at the kiosk area.
- viii) Supervision of their participants and spectators in the clubroom.
- ix) Ensuring that all participants and spectators do not enter prohibited areas including staff room, plant room and storage bays (unless authorisation has been given from the Centre Manager).
- x) Ensuring that participants and spectators remain in the booked areas only and do not wander into other areas such as pools which have not been booked or outside the facility.
- xi) In the case of school groups, ensuring that they meet their responsibilities under any existing ministerial guidelines.
- xii) Coaches and officials accompanying groups such as amateur swim clubs, scouting groups, youth groups and similar organisations, will be admitted free of charge conditional upon prior application to, and approval from the centre manager. The same shall apply to coaches and instructors of commercial or professional groups.
- xiii) All teachers supervising school groups using the centre will be admitted free at the time of their schools use of the centre.
- xiv) It is requested that schools use the public address system for major announcements only and not for race commentaries. It is suggested that loud hailers be used for marshalling and a portable public address system for race results and up-coming events

b) Water response in an emergency situation

- i) Primary responsibility for water safety during the booking (Note: Waves Fitness & Aquatic Centre provides a professional lifeguard service).
- ii) Prohibiting diving in the shallow end of the pool, unless specific approval has been granted, prior to the booking, by Centre Management.
- iii) Ensuring all school students who are participating in unstructured aquatic activities have participated in the 'Water Survival Challenge' and all swimmers are clearly identified with a blue wristband and non-swimmers clearly identified with a yellow wristband in accordance with the NSW DET Guidelines. The wristbands are to be provided by the school and must be worn at all times. Waves Fitness & Aquatic Centre can provide wristbands at additional cost.

c) Special Uses of the Centre

- i) Swimming coaching (non-staff) - professional swim coaching within the centre is not permitted with coaching rights being under a lease agreement (the only exception being those gaining special permission from Centre Management).
- ii) Coaching (other) - any other form of coaching within the centre (e.g. personal training etc.) must first be authorised by the Centre Manager.
- iii) Filming - any use of still or video cameras within the complex require the authorisation of the Centre Manager.
- iv) Hiring or lending of equipment - the hiring or lending of the swim Centres equipment to organisations or individuals for use outside the centre are not permitted.

10) FIRST AID

The Centre is responsible for providing: -

- a) A First Aid room and equipment. Access to this room is for Centre staff only unless specific permission has been given by Centre staff attending to a patient.
- b) First Aid services for an accident within a reasonable response time (Once an appropriately qualified member of the Centre's staff has arrived at an accident, the member or staff will be primarily responsible for provision of First Aid services.

11) CATERING

The kiosk has sole catering rights to the Centre and no sale or distribution of food can occur without the approval of the Centres Manager. Exemptions are:-

- a) Individuals or families bringing food or beverages into the Centre for their own consumption.
- b) Carnival officials catering for themselves.
- c) School teachers attending school carnivals catering for themselves.
- d) Film crews catering for their staff.

12) PROVISION OF CODE OF PRACTICE

- a) A comprehensive code as to how your activity will be undertaken at the Waves Fitness & Aquatic Centre needs to be provided to the satisfaction of Council. This actual document will need to be endorsed in writing by your governing body or association and include:
 - b) Precisely how your competition / activity will be structured and programmed from the beginning of each hire period to the end.
 - c) Detail of specifically which areas of the swim centre your group will want access to (use the attached plan of the pool to assist you and attach)
 - d) Time requested to use the facilities mentioned in (b).
 - e) A Risk Management Plan.
 - f) Details on accreditation and training certification required by your volunteers, referees, and staff at every session.
 - g) Where junior activities are involved a defined and 'appropriate' discipline policy

Regards,

Centre Management