

ROOM / GYM BOOKING REQUEST

Gurri Wanyarra Wellbeing Centre, 9 Browning St, Kangaroo Flat 3555
Ph: 03 4431 1000 Email: gwwcbookings@belgravialeisure.com.au

All regular & casual users must complete this form and accept the terms & conditions **prior** to hiring the facilities.
All bookings remain **unconfirmed** until a booking confirmation & accompanying invoice are issued.

Organisation Details

Date of Application ____/____/____

Organisation Name _____

ABN _____

Postal Address _____

Contact Person _____

Contact Phone _____

Contact Email _____

Area/s of Booking

| | |
|-----------------------------------|----------------------------|
| Multi-Purpose Room (Ground Floor) | Spin Class - Group Booking |
| Gymnasium Hire - Group Booking | Other Class: |
| Coaching Zone - Group Booking | <i>yoga, pilates etc</i> |

Group Type

| | | | |
|------------------|---------------|--------------------|--------------|
| Community Group | School Group | Sports Team | Social Group |
| Business/Private | Allied Health | Council Department | Other: |

| Booking Date | Start Time | Finish Time | Participants | Non-Participants | Extra Information/Details of Booking |
|--------------|------------|-------------|--------------|------------------|--------------------------------------|
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Extra Requirements, Services or Equipment (subject to availability) *Hirers will be advised of any additional fees prior to confirmation*

| | | | | |
|-------------------------------------|-----|----|--|----------|
| Early Access or Setup/Pack-up Time | Yes | No | Time In | Time Out |
| Access to Schools entrance | Yes | No | Time required | |
| Access to Power | Yes | No | | |
| Projector | Yes | No | | |
| Instructor Required | Yes | No | Details of request | |
| PA system required | Yes | No | <i>We will contact you in regards to availability</i> | |
| Chairs & Tables required | Yes | No | Quantities | |
| Extra Staff (centre supplied) | Yes | No | <i>We will contact you in regards to any staffing requests</i> | |
| Catering and/or refreshments/drinks | Yes | No | <i>We will contact you in regards to catering options</i> | |

By ticking this box, I have read a copy of the Terms & Conditions of hire on behalf of the organisation, groups, or individual/s listed above, and undertake to be bound by, and comply with these Terms & Conditions. We/I understand that failure to adhere to these terms, including in regards to payments, may affect this or any future bookings.

Signature _____ Date _____

Belgravia Leisure is the Operator of Gurri Wanyarra Wellbeing Centre ("Centre") of Browning St, Kangaroo Flat 3555, on behalf of the City of Greater Bendigo. All bookings and agreements are made upon, and are subject to, the rules of the centre and the following conditions:

1. **Booking Confirmations** - This booking form does not guarantee a booking. All bookings will be confirmed via email, and accompanied by an invoice once the booking is confirmed.
2. **Fees, Charges and Payment** – Hiring fees and charges (including GST) will be quoted prior to confirming the booking. All bookings are payable upfront at the time of booking. If an individual participant fee is also payable, the individual responsible for the booking must confirm the number of participants at least seven days prior to the booking session. Please note that charges will not be calculated on the actual number of participants attending each day, but on the confirmed maximum number. It is recommended that the Organisation accurately calculate the number of participants attending each session, as extra staff/space may not be available at short notice should numbers increase. Please note the Centre will not hold unpaid bookings past seven days following the issuing of a quote or invoice, and therefore we recommend making full payment to hold your booking.
3. **Cancellations** – In the event a confirmed booking is cancelled (must be received in writing) the following will apply:
 - a) Less than 30 days' notice: 10% of the total booking amount
 - b) Less than 14 days' notice: 50% of the total booking amount
 - c) Less than 24 hours' notice: full booking amount payable
4. **Hire Dates/Days, Time and Duration** – You agree to commence your Hire and vacate the designated Hire Space at the day(s), date(s) and times (start and finish times) as per the confirmation. There will be no access to the booking space prior to, or after, each booking, and therefore if you require access prior or after the booking, this time must be included in your booking. It is the responsibility of the Hirer to ensure all participants have left the centre at the conclusion of the booking. There is no 'free swimming' or 'free centre access' available at the conclusion of a booking.
5. **Supervision, Public Safety & Security** – The hirer assumes full responsibility during the period of hire for the supervision, safety, and control of all its guests, players, members, staff and visitors. Where specialised supervision (e.g. lifeguards) or qualified first aid officers are required, the hirer must provide Belgravia Leisure with evidence of the qualifications and numbers of staff the Hirer will use. Special arrangements by the centre to provide additional staff for either supervision (e.g. lifeguards) or security (e.g. door or crowd control) can be provided at an additional cost. If any form of tuition or supervision is being provided by the Hirer, the following must be provided prior to the booking:
 - a) Relevant & current qualification for the service being provided;
 - b) Current CPR and/or First Aid qualification;
 - c) Current Working With Children Check (where the services has any interaction with children under-18);
 - d) Any other qualification deemed necessary by the Centre.
6. **Cleaning** – It is the responsibility of the hirer to ensure any area of the facility which is used during the program is left in a clean and acceptable standard at the conclusion of the program. If not, a cleaning fee will be charged at market value.
7. **Public Liability Risk Insurance** – Hirers shall have a Public Liability Risk Insurance Policy for not less than Twenty million dollars (\$20,000,000), and must provide a Certificate of Currency to facilitate the booking.
8. **Professional Indemnity Insurance & Workers Compensation Insurance Policy** – Where required and relevant, the Hirer must provide the Centre with a copy of their current Public Liability Insurance Policy for not less than \$2,000,000, and a copy of their current Workers Compensation Insurance Policy for not less than \$5,000,000.
9. **Release and Indemnity** – The Hirer agrees to hire the Designated Area of Hire for the Activity at its own risk and agrees to indemnify Belgravia Leisure, its officers, servants and agents from all claims and demands where the Hirer is proven negligent through its acts or omissions.
10. **Loss or Damage** – The Hirer agrees to reimburse Belgravia Leisure for any loss or damage incurred as a direct result of the Activity in the Designated Area of Hire, within the reasonable control of or which would be expected to be in the reasonable control of the Hirer, and in breach of this Hire Agreement, including but not limited to loss or damage to the building or equipment. The Centre may require a bond to be held against loss or damage including but not limited to the building or equipment refundable after the event or drawn upon to pay for loss or damages resulting from the hire.

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11. **Alcohol & Smoking** – No alcohol is permitted to be brought into the Centre by the Hirer's guests, players, members, staff and visitors during the period of Hire, unless agreed to by Belgravia Leisure. Smoking is not permitted within the Centre or any associated facilities.
12. **Force Majeure** – Belgravia Leisure shall be relieved from all liability in respect of any breach of its obligations under this agreement should such breach be caused, directly or indirectly, by an event of Force Majeure. "Force Majeure" shall mean any act, matter or thing whatsoever not within the reasonable control of Belgravia Leisure and which adversely affects the capacity of Belgravia Leisure to perform its obligations hereunder or wholly prevents the performance of the same.
13. **Emergency Procedures** – In the case of emergency Hirers must listen to the instructions provided by Belgravia Leisure staff and follow the Emergency procedures. Refer to the Emergency Evacuation Plan on display in the Designated Area of Hire.
14. **Medical Conditions of Participants** – The onus is on the Hirer to provide the Centre with a detailed list of specific and non-specific medical conditions of those attending during the hire period.
15. **Own Program Requirements** - Organisations providing their own program as part of their Hire must adhere to the following requirements:
 - a) Student/Staff ratios must be in accordance with '*Guidelines for Safe Pool Operation*' (1:10);
 - b) Qualifications must be provided to the Centre as per *5. Supervision, Public Safety & Security*;
 - c) Public Liability Risk Insurance must be provided to the Centre as per *7. Public Liability Risk Insurance*;
 - d) Professional Indemnity Insurance & Workers Compensation Insurance Policy must be provided to the Centre as per *8. Professional Indemnity Insurance & Workers Compensation Insurance Policy*;
 - e) Aquatic programming provided should be an industry recognised program;
 - f) An instructor to student ratio of 1:10 is required at all times;
 - g) Lifeguards will be provided on a ratio of 1:100 in accordance with '*Guidelines for Safe Pool Operations*'; and an extra cost may be borne by the Hirer to ensure sufficient lifeguards are on duty;
 - h) For bookings greater than 100 participants, the Hirer must also have a dedicated first-aid officer who holds the required qualifications for the provision of first-aid;
 - i) For school bookings there is no capacity to offer 'make up classes/sessions' or refunds for sessions missed;
 - j) The Centre is a *Watch Around Water* accredited facility and all user groups should abide by the *Watch Around Water* guidelines. For bookings with children the Centre will provide a copy of these conditions.
 - k) Timeslots for School Bookings will be provided by the centre;
 - l) There is no 'free swimming' time before or after bookings, unless the patrons pay to re-enter the centre;
 - m) In accordance with *Guidelines for Safe Pool Operation*, dive entries may only be performed in water greater than 1.8m deep with a supervising instructor;
 - n) If an organisation chooses to cancel a booking due to weather, fees will still be payable (unless the pool is closed);
 - o) The Centre reserves the right to change Facility / Space allocation if necessary.
16. **Adherence to Terms & Conditions** - Failure to adhere to these conditions may result in cancellation of any future bookings, and/or limit an organisations capacity to hire the facility.
17. **Acceptance of Terms & Conditions** - By signing a Booking Form, the Hirer accepts these Terms and Conditions of Hire.

All regular & casual users must complete this form and accept the terms & conditions **prior** to hiring the facilities.
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| Casual Product and Services | Unit of Measure | 2023/24 Fee (inc GST) |
|--|-----------------|--------------------------|
| Aquatics | | |
| Adult Swim (16yrs +) | Casual | \$7.50 |
| Concession Swim | Casual | \$5.10 |
| Child Swim (4yrs - 15yrs) | Casual | \$5.10 |
| Child Swim (under 4yrs) | Casual | Free with a paying Adult |
| Family Swim (2 Adults + Dependent Children under 16yrs) | Casual | \$21.00 |
| Small Family Swim (1 Adult + Dependent Children under 16yrs) | Casual | \$14.40 |
| Adult Swim / Spa / Sauna / Steam | Casual | \$11.20 |
| Aqua Aerobics Class | Casual | \$13.60 |
| Concession Aqua Aerobics Class | Casual | \$10.40 |
| Aquatic Programs Birthday Parties (per child + food) | Casual | \$23.00 |
| Aqua Play (Splish Splash - 2 to 6 months) | Casual | \$7.50 |
| Wellbeing | | |
| Casual Gym Visit | Casual | \$18.00 |
| Concession / Student Casual Gym Visit | Casual | \$14.80 |
| Group Fitness Class | Casual | \$13.60 |
| Concession / Student Group Fitness Class | Casual | \$10.40 |

| Facility Booking Fees & Charges | Unit of Measure | 2023/24 Fee |
|---|-----------------|-------------|
| | | inc GST |
| Pool Hire/Carnivals | | |
| Lane Hire 50m, 25m or Learn-To-Swim Pool | per hour | \$13.60 |
| Aquatic Events 50m Pool Peak (\$184.00/hour x 4 hours) <small>minimum booking</small> | per 4 hrs | \$736.00 |
| Aquatic Events 50m Off Peak (\$113.66/hour x 3 hours) <small>minimum booking</small> | per 3 hrs | \$341.00 |
| Aquatic Events 25m Peak Time (\$113.66/hour x 3 hours) <small>minimum booking</small> | per 3 hrs | \$341.00 |
| Aquatic Events 25m, LTS Pool, Splash Park, Warm Water Off Peak | per hour | \$113.66 |
| Schools - Aquatic | | |
| Group Entry (over 20 pax) | per person | \$4.30 |
| School Entry | per person | \$3.90 |
| School Swim Lesson (45min lesson including entry) | per student | \$9.00 |
| Aquatic Instructor / Teacher | per lesson | \$42.50 |
| Schools - Dry | | |
| School Fitness Program Entry (extra charges may apply for instructor) | per student | \$5.70 |
| Room Hire | | |
| Multi Purpose Room | per hour | \$33.00 |