

CONTACT HIRE DETAILS

Organisation: _____ ABN: _____

Primary Contact Person: _____ Position: _____

Accounts Contact Person: _____ Position: _____

Billing Address: _____ Postcode: _____

Phone BH: _____ M: _____ Email: _____

Purchase Order Number _____

This information will be used strictly in accordance with our privacy policy, which may be viewed at <http://wynactive.com.au/privacy-policy>. All information to be retained by Western Leisure Services for record purposes.

PLEASE NOTE

- All user groups, organisations and schools are required to provide a current copy of Public Liability with a minimum coverage of \$10,000,000
- The individual, user group, organisation or school making the booking is responsible for the account. All invoices are processed after the event.

WATCH AROUND WATER

WynActive has in place a 'Watch Around Water' policy which applies at AquaPulse and Werribee Outdoor Pool. The policy relates to parental/guardian supervision of children. For more information please go to our website: <https://werribeeoutdoorpool.wynactive.com.au/centre-info/supervision/>

VENUE HIRE DETAILS 2020/2021

WERRIBEE OUTDOOR POOL	COST
50m Pool Hire	\$385.00 per hour (maximum attendees 500*)
50m Lane Hire	\$69.00 casual per lane per hour / \$40.00 permanent per lane per hour
Leisure Pool Lane Hire	\$34.00 per lane per hour
Additional students	\$100 per hour per 100 attendees

*Inclusive to your 50m Pool hire is 500 students. Any additional students over this falls under additional students costing.

*Pricing is valid from 1 July 2020 - 30 June 2021

*All prices include GST

Total number of participants _____	Total number of supervising adults _____	Total number of attendees _____
Skill level of participants (circle all applicable): Beginner / Moderate / Advanced	Will you be using the cafe? Yes <input type="checkbox"/> No <input type="checkbox"/>	

May 2021

WLS Cancellation Policy

Cancellations within 48 hours of the booking will incur a 100% cancellation fee
 Cancellations within 10 business days of the booking will incur a 20% cancellation fee
 No cancellation fee applies for any cancellations outside of 10 business days

To provide guidance in the planning and implementation of your event WLS does not coordinate Unstructured Aquatic Activity. Unstructured aquatic activity includes a celebration or reward day either for individual classes or the whole school, free swim time as part of an excursion, free swim time incorporated in a school swimming carnival, free swim time or pool play at a school camp or free swimming in a weekly swimming program.

WLS conduct and document a Risk Assessment prior to the day of the activity/event. Risk assessments are conducted in accordance with the Guidelines for Safe Pool Operations –Aquatic Risk Management supported by Guidelines for the Supervision of Aquatic Activity.

Hirers must adhere to Western Leisure Services terms and conditions and Department of Education guidelines (where applicable).

The primary contact person outlined above will be present and in charge of the group at the time of the booking.

If this is not the case please list the representative that will attend during the booking _____

WLS holds the right to obtain any incident reports from your booking immediately following your event.

BBQ facilities are available on-site by request of the hirer. Hirers can also bring their own equipment but it cannot be used for commercial gain and must adhere to all OH&S requirements. Approval must be gained by the Aquatics Manager prior to use.

OFFICE USE ONLY:

Date received: _____ / _____ / _____

Staff Name: _____

Date Processed: _____ / _____ / _____

Confirmation Letter sent: Yes No Date sent: _____ / _____ / _____

Facility	No. of Lanes	Day/s	Date/s	Start Time	End Time
WERRIBEE OUTDOOR POOL					
50m Pool Hire (all 8 lanes)					
50m Lane Hire (individual lanes)					
Leisure Pool Lane Hire (4 lanes)					
Additional attendees	N/A				

Western Leisure Services is committed to the safety of all participants when it comes to aquatic activities at Werribee Outdoor Pool.

Western Leisure Services require that all Hirers ensure that employees and volunteers conducting programs on their behalf hold valid qualifications.

For instructors conducting instructional sessions, the following minimum qualification requirements are:

- * Swimming Australia Ltd Coach License or equivalent qualification; or
- * AUSTSWIM Teacher of Swimming and Water Safety or equivalent qualification
- * CPR – Provide Cardiopulmonary Resuscitation
- * WCC - Working with Children Check or Victorian Teachers Accreditation

WLS will conduct spot checks with Hirers. Employees and volunteers conducting programs on behalf of the hirer must always carry their qualifications with them.

All coaches/teachers and instructors or club officials should keep a record of competence of safe diving technique and competitive starts.

Prior to participating in swimming events swimmers should be advised and warned of the water depth into which they may be required to enter during the course of any competition (see Carnival Set Up).

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 an in-water push start position from the wall.

Diving is only permitted under the instructions of a qualified person.

Lifeguard ratios are two (2) lifeguards per booking located on either side of the 50m pool. If the Leisure pool is booked (lane area only) an additional lifeguard will be rostered at that location.

2020/21 CARNIVAL HIRE CALENDAR

HIRE DETAILS (Continued)

Please highlight all required dates. (** = Public Holidays)

	November	December	February	March
Sunday	1			
Monday	2		1	1
Tuesday	3**	1	2	2
Wednesday	4	2	3	3
Thursday	5	3	4	4
Friday	6	4	5	5
Saturday	7	5	6	6
Sunday	8	6	7	7
Monday	9	7	8	8**
Tuesday	10	8	9	9
Wednesday	11	9	10	10
Thursday	12	10	11	11
Friday	13	11	12	12
Saturday	14	12	13	13
Sunday	15	13	14	14
Monday	16	14	15	15
Tuesday	17	15	16	16
Wednesday	18	16	17	17
Thursday	19	17	18	18
Friday	20	18	19	19
Saturday	21	19	20	20
Sunday	22	20	21	21
Monday	23	21	22	22
Tuesday	24	22	23	23
Wednesday	25	23	24	24
Thursday	26	24	25	25
Friday	27	25**	26**	26
Saturday	28	26	27	27
Sunday	29	27	28	28
Monday	30	28**		29
Tuesday		29		30
Wednesday		30		31
Thursday		31		

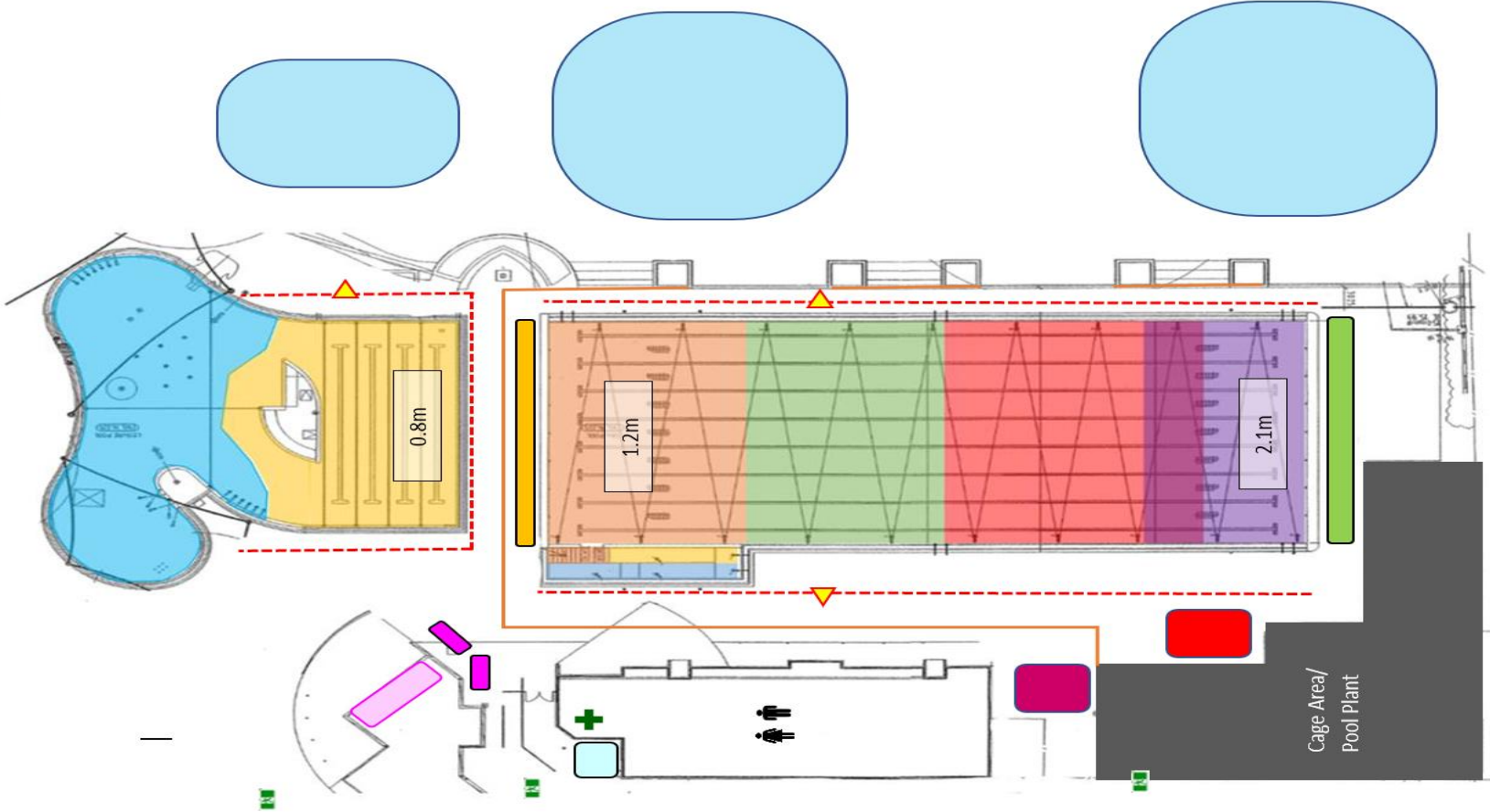
Please attach any additional information as required.

CARNIVAL SET UP

WLS will provide a standard carnival set up, which is included in your booking pricing. Please note, Carnival set up is only for swimming carnivals throughout the day and not for school swimming trials. WLS do not provide a starting gun or gun caps.

Carnival set up will include the following:

- 2 x officials tables
- 8 x timekeepers chairs (one for each lane)
- 16 x marshalling chairs (top end of 50m Pool) two per lane
- 50m Pool will have a 1m block off zone. Bollards will be placed around the pool, restricting access to the sides of the pool.
- Blocked off zone between the end of the 50m pool and the leisure pool – timekeepers only.
- Wireless PA system with 2 coreless microphones
- Welcome screen



Shade Covers		Timekeepers & chairs		Emergency Exits	
Toilets		Marshalling & chairs		Tensa Barriers	
Canteen		Marshalling area 1		Carnival Kit Storage	
First Aid Room		Marshalling area 2		Pool Depth	
Lifeguard movement		Tables			

Depth (Meter)	Colour
0 – 0.5m	Light Blue
0.51 – 1m	Yellow
1.01 – 1.2m	Orange
1.21 – 1.5m	Green
1.51 – 1.75m	Red
1.76m +	Purple

EMERGENCY RESPONSE PROCEDURES FOR HIRERS:




When you are notified of an emergency

When alerted to an emergency situation or a situation requiring evacuation: (e.g. fire alarm, or evacuation tone whoop whoop, or verbal advice from the Chief Warden/ Area Warden):

- Follow the instructions of the ECO (Wardens)
- Cease all activities
- Secure your area (e.g. any activity or process that may become hazardous if left unattended as a consequence of evacuation)
- Assist any person in immediate danger, but only if safe to do so
- Proceed to the designated assembly area
- Await further instructions from the ECO (wardens)
- Do not re-enter until given the "All Clear"
- Follow the instructions of relevant Emergency Services Personnel

If you are the first person on the scene:

- If you are the first on the scene in an emergency situation or a situation requiring evacuation of the facility, please alert centre / site staff immediately.

CHIEF WARDEN	DEPUTY CHIEF WARDEN	COMMUNICATIONS OFFICER
WHITE	WHITE	WHITE
		
AREA WARDEN	WARDEN	
YELLOW	RED	
