

Booking ID: _____



AQUARENA BOOKING FORM

POOL AND EQUIPMENT FOR HIRE

| | Quantity of Lanes | Preferred Lanes | Allocated Lanes <i>Office Use</i> |
|--|--|--|--------------------------------------|
| <input type="checkbox"/> Main/Lap Pool | | | |
| <input type="checkbox"/> Leisure Pool | | | |
| <input type="checkbox"/> Outside Pool | | | |
| <input type="checkbox"/> Hydrotherapy Pool | | | |
| <input type="checkbox"/> BIFF | <input type="checkbox"/> SMIFF | <input type="checkbox"/> WIFF | <input type="checkbox"/> Tarzan Rope |
| <input type="checkbox"/> Inflatable Volleyball | <input type="checkbox"/> Slide | <input type="checkbox"/> Training Room | <input type="checkbox"/> Lifeguard |
| <input type="checkbox"/> PA System | <input type="checkbox"/> Trestle Table/s | <input type="checkbox"/> Chairs | |

CONTACT INFORMATION

Organisation Name: _____

Contact Name: _____ Bday Child's Name: _____

Phone Number: _____ Bday Child's Age: _____

Address: _____

Email Address: _____

*Café Catering: Yes No

** Café Catering includes the child's entrance fee and catering, please contact Café on 0499 218 288 for details.*

BOOKING INFORMATION

Date of Application: _____

Activity: _____

Booking Date (Start): _____ Booking Date (Finish): _____

Time (Start): _____ Time (Finish): _____

Day/s: _____

Area Required: _____

Equipment Required: _____



ATTENDANCE NUMBERS

Adult: _____ Concession: _____
 Child (2-4 years): _____ Child (5-16 years): _____
 Casual School Entry: _____ Spectator: _____
 Scuba Entry: _____ Scuba Group: _____
 (9-14 people)

PAYMENT METHOD

Payment on the Day Invoice Credit Card *Please contact with Card Details*

If you would like us to ring you for payment (i.e. credit card payment) what is the best name and number to contact you?

Preferred Contact: _____ Preferred Number: _____

ENTRY FEES

| | | | | | | | |
|---------------|--------|-------------|--------|---------------------|---------|---------------------------|---------|
| Adult | \$6.50 | *Concession | \$5.00 | Children (2-4 yrs.) | \$2.70 | Children (5-16 yrs.) | \$5.00 |
| Casual School | \$4.10 | Spectator | \$1.00 | Scuba Entry Single | \$10.40 | Scuba Group (9-14 People) | \$99.50 |

** Concession Card must be presented to Aquarena Staff*

HIRE FEE PER HOUR

| | | | | | | | |
|-----------------|----------|-----------|---------|-----------------|-----------------------------|-------------|---------|
| BIFF | \$156.50 | SMIFF | \$96.00 | WIFF | \$123.50 | Tarzan Rope | \$96.00 |
| Inf. Volleyball | \$96.00 | Slide | \$59.50 | Training Room | \$25.00 or \$100.00 per day | | |
| Lifeguard | \$59.50 | PA System | \$55.00 | Trestle Table/s | FREE | Chairs | FREE |

I have read and understood the Terms and Conditions attached to this form.

Print Name: _____

Signature: _____ Date: _____

OFFICE USE

Date Booking Received: _____ Booked by CSO (initials): _____

Date Booking Confirmed: _____ Duty Supervisor Signature: _____

TERMS AND CONDITIONS

City of Greater Geraldton Aquarena is a **Watch Around Water** facility and adhere to the policy of:

- Children under 10 years must be accompanied into the centre and constantly supervised by a parent/guardian while at the centre.
- The parent/guardian must have a clear view of the child at all times.
- Children under 5 years must be constantly supervised from within arm's reach while at the centre. If the child is in the water, the parent/guardian **MUST** be in the water too.
- Unsupervised children (of any age) will be removed from the water if the lifeguard is concerned for their safety or due to unruly behaviour.
- Children must be a minimum of 10 years of age or stage 5 swimming to go on the BIFF
- Children must be 12 years of age or under to go on the WIFF.

Bookings can only be confirmed if:

- ✓ Completion of the current booking form – checked by reception
- ✓ Full payment for hiring of equipment plus lifeguard fee has been paid.
- ✓ Duty Supervisor has checked and signed the booking form

CONFIRMATION OF BOOKING WILL BE NOTIFIED VIA EMAIL IF GIVEN ON THE FORM.

Request for booking procedure:

1. Request for bookings can only be accepted on current booking form with all fields completed.
2. Recommended request for booking to be made at least 48 hours before commencement of booking.
3. Details of booking confirmed by organisation.
4. All signage, advertising and storage of equipment must be approved by the Centre Manager.
5. No responsibility is held for any equipment stored on the premises.
6. No party food to be stored in Aquarena fridges.
7. Compliance with relevant Act's, City's Local Laws, City's policies and procedures governing City of Greater Geraldton Aquarena at all times.
8. The hirer will be charged fees as confirmed on the booking unless;
 - a. The hirer notifies the Centre in writing/email 24 hours before the booking is due to commence.
 - b. Any changes made to the original booking is noted to the Duty Supervisor.
 - c. Bookings can be cancelled, must be at least 24 hours' notice and if within 24 hours the person in charge of the booking will be charged an amount of the booking price.
 - d. City of Greater Geraldton Aquarena reserves the right to reallocate the lanes if the hirer is 15 min late or there is 'no show' for their booking unless notified.
9. Any changes or amendments must be made on a NEW booking form.
10. The person whose name appears on the original booking form or the person who appears as secondary contact can only make any changes to a booking. Failure to do so will incur charges as stated on original booking form.
11. Payment of hiring can be made by the following methods;
 - a. On the day, the booking is handed in via cash/credit card/EFTPOS.
 - b. Credit card over the phone if you have no way of coming in or credit card details on the form if the booking form is emailed.
12. Upon entry on the day of the booking, the person responsible for the booking must leave details for the remaining people to enter the Aquarena.
13. If there is any discrepancy, please contact the centre as soon as it has been discovered.

PLEASE NOTE: Operational incidences may occur that may affect your booking. Your organisation will be given adequate notice.