



Aquatic Facilities – Application to Hire Facility – Schools

Please note: No booking is confirmed until a confirmation letter is issued to the Hirer by Council.

Disclaimer: Please note that all applications are subject to review and approval by the Inner West Council. Incomplete or inaccurate forms may result in delays or rejection of the application.

| | |
|--------------------------------------|---|
| Required Documents Checklist: | <input type="checkbox"/> Current copy of organisations public liability policy <input type="checkbox"/> Copy of representative Senior First Aid (First Aid holder must attend facility on date of hire) <input type="checkbox"/> Risk management plan (Risk Assessment) <input type="checkbox"/> Child Protection Policy |
|--------------------------------------|---|

Applicant Details:

| | | | |
|----------------------|--|---------------|--|
| Contact | <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other (please specify): | | |
| First name: | | Surname: | |
| Email: | | Mobile: | |
| Organisation/School: | | ABN: | |
| Street address: | | | |
| Suburb: | | Phone Number: | |
| Post Code: | | | |

| | | | |
|----------------|--------------------------|--------------------------------------|-------------------------------|
| Billing | Invoice Hire Pool | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | Invoice Entry | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | Preferred Payment Method | <input type="checkbox"/> Credit Card | <input type="checkbox"/> BPAY |

Event Information:

| | | | |
|-------------------------------|---|--|---|
| Date of Hire | | | |
| Facility | Ashfield <input type="checkbox"/> 50m Outdoor Olympic Pool <input type="checkbox"/> 33m Outdoor Program Pool <input type="checkbox"/> 25m Indoor Pool | Dawn Fraser Baths <input type="checkbox"/> 50m Open Water Pool | Leichhardt Park <input type="checkbox"/> 50m Outdoor Olympic Pool <input type="checkbox"/> 20m Dive Pool <input type="checkbox"/> Hydro Pool <input type="checkbox"/> Program Pool |
| | Annette Kellerman <input type="checkbox"/> 50m Indoor Olympic Pool <input type="checkbox"/> Program Pool | Fanny Durack <input type="checkbox"/> 25m Outdoor Pool <input type="checkbox"/> Outdoor Children's Pool | |
| Lanes Required | | | |
| Time of Hire | Setup Bump In: | Event Start: | |
| | Finish Bump Out: | Event Finish: | |
| No. of Participants/Entries | Teachers/Coaches: | Adults: | Spectators: |
| | | Seniors: | Children: |
| | Participants with Additional Needs: | | |
| Group Hire Type | <input type="checkbox"/> Swimming Carnival | <input type="checkbox"/> School Program <input type="checkbox"/> Sport Training/Games | |
| Kiosk Access Required | <input type="checkbox"/> Yes | | <input type="checkbox"/> No |
| Additional Setup Requirements | | | |
| Applicant's Name: | | | Date: |



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Privacy statement

This form contains personal information of a person/s making an application to Inner West Council. The requested information assists Council staff to respond to the applicant/s. The supply of information is voluntary. If you do not provide the requested information, Council may not be able to respond to / progress your application. The information will be retained in Council's record keeping system. Information held by Council is not made publicly available unless there is an overriding public interest to do so under the Government Information (Public Access) Act 2009 (GIPA Act) and in accordance with section 18(1)(b) of the NSW Privacy and Personal Information Protection Act 1998. For more information about your privacy please contact Inner West Council on (02) 9392 5000 and ask to speak with the Privacy Officer. Alternatively, you may email Council at council@innerwest.nsw.gov.au or write to us at P.O. Box 14, Petersham, NSW 2049.

Conditions of Entry

1. The use of these facilities (including shower and toilet facilities) is restricted to paying visitors only.
2. Management reserves the right to cancel any bookings.
3. Management reserves the right to refuse entry to any person at any time or to remove persons guilty of disruptive or disorderly conduct – including, but not limited to; verbally or physically threatening staff or other persons; swearing aloud; and gaining unauthorised and/or wrongful access.
4. For safety and security reasons, all persons must obey all signs around the Aquatic Centre and all reasonable requests by Centre staff. Management is not responsible for loss or theft of or damage to personal property.
5. An adult must accompany and remain with children under the age of ten (10) years.
6. Children under the age of five (5) years must be accompanied in the water by an adult at all times.
7. Any person who fails to comply with any of these Terms and Conditions of Entry may be asked to leave the centre, have their pass revoked or cancelled without refund.
8. In consideration of being granted entry to Inner West Council Aquatic Facilities each such person expressly acknowledges and agrees that (subject only to gross negligence on the part Inner West Aquatic Facilities staff or management, being the direct cause of any loss, damage or injury to occur), each such person will enter upon Inner West Council Aquatic Facilities premises and surrounds and/or will participate in the programs, utilise the equipment and/or take advantage of the services offered therein, absolutely at his or her own risk, such that each such person RELEASES AND DISCHARGES Inner West Council Aquatic Facilities, its management, staff and contractors from all liability for loss, damage or injury which may be sustained by each such person in such manner or under such circumstances, as previously set out in this clause.
9. No person entering Inner West Council Aquatic Facilities shall carry out any form of commercial and/or business activity and/or enterprise within Inner West Council Aquatic Facilities unless consent for same has first been obtained from Management. If Management provides its consent to any form of commercial and/or business activity or enterprise, the person carrying out or responsible for the commercial and/or business activity or enterprise shall ensure that he/she complies with the terms of the consent issued by Management.
10. Smoking is not permitted within the confines of any Inner West Council facility

Water Safety & Supervision

As a minimum, Inner West Aquatics facilities shall have 1 lifeguard within line of site of each pool at all times with a lifeguard to swimmer ratio of 1:100.

Lifeguards however cannot be responsible for providing water safety to all participants at all times.

It is the hirer's responsibility to provide additional water safety to ensure the health and safety of their participants. The hirer should provide a minimum of 2 adults to assist with water safety of participants and be dressed in swimming attire in the water and prepared to enter the water.

Should extra Lifeguards be requested, Extra charges will apply.










Risk Assessment

The hirer shall return a signed and dated copy of the Risk Assessment for that Activity. Demonstrating that the hirers have an understanding of the risks involved with that activity and the hirer agrees to comply with the risk controls outlined in the risk assessment.

Emergency Action Plan

In the event of an emergency, the Duty Manager on site will become the Chief Warden. All staff and patrons, including Hirer, will be given directions by the Chief Warden. Directions, which may be given over the PA system, may include the evacuation of the Centre to the Emergency Assembly Point.

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| First Aid | | | | | | |
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| <p>Inner West Aquatics Staff shall provide First Aid services as a part of the hire during normal operations. IMPORTANT – Any incidents on site requiring first Aid, in the first instance must be reported to Lifeguards on duty who will take control of the situation. Should an ambulance be required – they will be contacted by Inner West Aquatics staff.</p> | | | | | | |
| Prohibited Items | | | | | | |
| <p>In order to protect the integrity of the pool plant & water quality, the following are not permitted in venue: Body Glitter, Balloons, Crepe Paper, Streamers, Pom Poms, Glass Alcohol and Drugs: NO Alcohol is to be brought into any part of any Inner West Aquatics Facilities Exception: prescription medicines for people who may be affected by an illness or injury, NO drug is to be brought into any part of Inner West Aquatics Facilities.</p> | | | | | | |
| Electrical Storm | | | | | | |
| <p>In the instance of electrical storm, Inner West Aquatics Lifeguards will advise all patrons (including your organisation) to leave the water immediately and not return to the water until the Lifeguard announces that it is safe to do so.</p> | | | | | | |
| Property and Walkways | | | | | | |
| <p>In order to minimise the potential for trips, slips and falls and to ensure rapid evacuation during emergencies The Hirer must keep walkways clear at all times. The Hirer must ensure that at the end of the Hire Period, the facilities are left clean and tidy and that all rubbish has been placed within the appropriate waste containers/bins. The Hirer must also ensure that any additional equipment hired is returned in good working order. Where any part of the facility and or/equipment is left untidy or damaged as a result of the hirer’s activities and/or participants, the Hirer will be charged for the repair or replacement of any damaged hired equipment. A cleaning fee may be payable if the centre is not left in a clean and tidy condition.</p> | | | | | | |
| Responsibility and Care | | | | | | |
| <p>People associated with your organisation are asked to be vigilant and take care in relation to each other, Council’s staff and property, and other users of the facility. No group is to hinder or interfere with public usage of the pools or their surrounds. Your organisation and supervisors attending with your group ARE ACCOUNTABLE for the behaviour and safety of your group.</p> | | | | | | |
| Antisocial Behaviour | | | | | | |
| <p>All patrons must behave in a manner that is safe and respectful for the enjoyment and safety of other patrons using the Centre. Any behaviour which is considered offensive, inappropriate or interferes with the enjoyment of other patrons within the Centre will be acted upon and may result in the patron being evicted and/or banned from the Centre.</p> | | | | | | |
| Child Supervision – KEEP WATCH | | | | | | |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40px; text-align: center;"></td> <td>0-5 YEAR OLDS AND NON-SWIMMERS: Stay within arms’ reach</td> </tr> <tr> <td style="text-align: center;"></td> <td>6-10 YEARS OLDS AND WEAK SWIMMERS: Be close, be prepared & maintain constant visual contact</td> </tr> <tr> <td style="text-align: center;"></td> <td>11-14 YEAR OLDS: Maintain visual contact</td> </tr> </table> |  | 0-5 YEAR OLDS AND NON-SWIMMERS: Stay within arms’ reach |  | 6-10 YEARS OLDS AND WEAK SWIMMERS: Be close, be prepared & maintain constant visual contact |  | 11-14 YEAR OLDS: Maintain visual contact |
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|  | 11-14 YEAR OLDS: Maintain visual contact | | | | | |
| Child Safety | | | | | | |
| <p>It is a requirement of your booking that you adhere to child safe guidelines as outlined by your peak governing body or organisation.</p> | | | | | | |
| Pool and Equipment Integrity | | | | | | |
| <p>Inner West Council Aquatics Staff will properly maintain its pool area and expects users to ensure that there is no unlawful damage to any part of the pool area or any of its buildings or equipment. Any misuse of equipment resulting in damage will result in the repair/replacement of that equipment being paid for by the organisation/group responsible.</p> | | | | | | |



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Insurance

All hirers of Inner West Council venues must have Public Liability Insurance through their own resources and a copy of such current policy supplied to Council indicating a minimum cover of \$20 million dollars. Such insurance covers legal liability for negligent act/s occasioned by the hirer, which causes personal injury and/or property damage to third parties.

Schools: Carnivals, Structured events, School Sport

As a condition of hire of Inner West Aquatics facilities, Inner west Council expects your school as well as the individual teachers who bring students to the pool to comply with the following standards

- Dept of Education NSW – Guidelines for the Safe Conduct of Sports and Physical Activity in Schools – Swimming and Water Safety; or
- Diocesan/ School Authority Guidelines, or the Catholic Education Commission’s Student Safety Policy Guidelines (for Schools in the Catholic education sector).

• A minimum of two adult supervisors, one of whom must be a teacher, with appropriate expertise and qualifications must be present at all times.

• Lifeguards at pools can only be used for supervision and counted in supervision ratios if they do not have general lifeguard duties at the venue at that time and their sole responsibility at the time is to the students in the program.

• All teachers must be ready to render assistance in case of an emergency. All supervising teachers should be in swimming attire.

The Hirer must also provide Council with a Risk Management Plan covering the activity that it intends to carry out upon signing this Agreement. For example: Fun Days, Free Swim, etc. For Unstructured Activity, all school hirers:

- Will abide by Dept of Education NSW – Water Safety Guidelines for Unstructured Aquatic Activity.
- Will assess the swimming ability of its students using “The Challenge” and clearly identify all non-swimmers before entering or at the Swim Centre

The Hirer must nominate one school representative to receive a hi-viz vest and radio to have for the duration of the event for easy identification for aquatic staff and in case of emergency

Terms and Conditions of Payment

Booking will be billed after the event. **Numbers will need to be confirmed on the day of the event.**

Current Fees and Charges can be viewed here [IWC Fees and Charges 2023-24](#)

Booking Acceptance

I confirm that all staff and/or volunteers attending the booking date have a current WWCC.

I confirm that the attached map(s) have been read and understood and passed onto the relevant bus drivers.

As part of the booking process the I confirm that we will immediately report to Council of any Child Protection issues that occur within the Aquatic Facility.

I certify that I have read and understood the conditions of use relating to the hire of Inner West Aquatics Facilities, and that the information provided on this form is correct to the best of my knowledge.

Organisation (Print Name of Organisation): _____

Person’s Name (Print Name of Organiser): _____

Signature (Signature of Organiser): _____ Date: _____

Documentation Return

Leichhardt Park and Dawn Fraser Baths – lpac.bookings@innerwest.nsw.gov.au

Ashfield Aquatic Centre – aac.bookings@innerwest.nsw.gov.au

Annette Kellerman and Fanny Durack Aquatic Centre – akac.bookings@innerwest.nsw.gov.au

Inner West Council Office Use

Has all documentation been completed and a copy of the Public Liability insurance been provided Y N

Has the booking been entered in the Pool Booking System Y N

Has a Customer Summary Sheet been created for this customer Y N

Bookings Officer: Signature: Date:

INNER WEST

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INNER WEST

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Annette Kellerman Aquatic Centre



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Leichhardt Park Aquatic Centre

