


POOL BOOKING FORM

User Group Details							
Contact Name:							
Address:							
Phone Number:	W:		M:				
E-Mail:							
BOOKING DETAILS (Please circle relevant)							
Venue Name:							
Date Range:							
Day:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time (AM):							
Time (PM):							
Number of Participants	Children:		Teachers:		Instructors:		
	Adults:		Supervisors:		Other:		
Outline activities to be undertaken:	Learn to Swim (LTS)	School Sport	Triathlon	Lifesaving	Unstructured Swimming		
	Carnival	Fitness Class	Club/Group Training	Learners Pool	Other		
Special Requirements:	Shallow End for LTS	Require Lane with Pool Edge	Learners Pool Only	Non-Sectioned Area	Swimmers with disabilities		
Other (please specify):							
INSURANCE							
LSA requires evidence of your current Public Liability Insurance, where the activity is taking place, with cover of \$20M							
Public Liability Insurer:				Expiry Date:			
Copy of Policy Provided:	YES			No			

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QUALIFICATIONS			
We require evidence of your current relevant qualifications for conducting the event/program you have booked, please attach copies and list all relevant persons.			
First Aid:		Expiry Date:	
Learn to Swim/Swim Coach:		Expiry Date:	
Bronze Medallion:		Expiry Date:	
Working with Children:		Expiry Date:	
Aqua Aerobics:		Expiry Date:	
Other:			
CHECKLIST & DECLARATION			
Please tick. Any required documentation not provided will delay the processing of your application.			
I have attached a copy of my public liability policy			
I have attached copies of my qualifications.			
I have attached my Risk Assessments for my activities.			
I have attached my Food Safety Handling certificates and Risk Assessments. (where applicable)			
I confirm the details I have given are correct.			
In signing this form, I acknowledge that I have read and accepted the 'User Agreement' attached.			
Signature:		Date:	

User agreement terms and conditions

1. It is the hirer/user's responsibility to ensure they have written confirmation and that the details are correct.
2. Due to unforeseen circumstances, i.e. thunderstorms if a booking must be cancelled an alternative date can be arranged with pool management subject to availability.
3. All user groups must provide copies of appropriate public liability insurance.
4. Provider Hirers such as Physiotherapist, Personal Trainers & Rehabilitation Therapists need to provide copies of their relevant qualifications and insurances.
5. Hirer/Users are responsible for the insurance of their own equipment or supplies. LSA Venues will not allocate any storage space for such equipment.
6. Hirer/Users must be aware of and enforce the centres Condition of Entry to the facility they are hiring.
7. Hirer/Users are responsible for the behaviour of all persons attending their function or activity.
8. Hirer/user representative must ensure all reasonable direction given by pool staff is obeyed.
9. Staff may refuse entry to any person/s if they believe they are under the influence of alcohol and/or drugs. Staff may direct any person/s to leave the facility if they believe they are under the influence of alcohol and/or drugs.
10. Smoking is not permitted in the facility.
11. Alcohol is not permitted in the facility.
12. Glass is not permitted in the facility.
13. Animals (except for registered guide dogs) are not permitted to enter the facility

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14. The hirer/user will be liable for any costs due to any damage incurred to the pool facilities.
15. At the end of the function/session the hirer/user shall ensure all group members leave the facility and leave the area in a clean and tidy condition.
16. All activities must finish on time. Hirer/users must allow set up and pack up of equipment to be incorporated into their booking period.
17. All school groups attending the facility for unstructured fun days/sports days are required to identify non-swimmers and swimmers prior to arrival at the facility and provide appropriate supervision of non-swimmers.
18. School teachers are responsible for the supervision and conduct of the students during the school bookings.
19. Any incident/s requiring first aid must be reported to the pool staff immediately.
20. LSA Venues must approve all promotional and fundraising activities / sales relating to the pool.
21. LSA Venues must approve the sale of food and merchandise on site.

I, _____ hereby acknowledge and agree to abide by the above Conditions of hire on behalf of our user group;

Print Name: _____ Signature: _____ Date: _____

Office Use Only

<i>Copy of completed booking form received</i>	<input type="checkbox"/>	_____
<i>Public Liability insurance validated</i>	<input type="checkbox"/>	_____
<i>Copies of Risk Assessments received</i>	<input type="checkbox"/>	_____
<i>Copies of Working with children provided (if required)</i>	<input type="checkbox"/>	_____
<i>Copies of qualifications provided</i>	<input type="checkbox"/>	_____
<i>Booking Entered into system</i>	<input type="checkbox"/>	_____
<i>Confirmation Sent:</i>	<input type="checkbox"/>	_____
<i>Invoice Generated:</i>	<input type="checkbox"/>	_____
<i>Follow up on booking completed:</i>	<input type="checkbox"/>	_____

Contact us: Bluewater Lagoon, River Street, Mackay Queensland 4740 **p)** 0498506156

All personal data is collected and stored in line with our privacy policy. No information is used or supplied to other parties and is kept in line with the Privacy Act 1988 (Privacy Act).

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