

FINANCE

Booking Requests

Signed booking forms indicate an acceptance by the school/organisation of the costs, charges, terms and conditions associated with the booking. Please ensure all areas are completed to minimise disappointment if areas/equipment is not available on the day.

Attendance Numbers

Schools/organisations must report accurate attendance numbers to the Duty Manager on the day.

Deposit

A deposit of \$320 is required within 14 days of invoice to secure your booking. If the deposit is not received by this time, your requested date will be made available to other hirers.

Booking Confirmation

Bookings will be confirmed via email by Pines Forest Aquatic Centre staff. Deposit payment must be received within 14 days for booking to be confirmed.

Booking Cancellation

Booking cancellations will incur a fee. Deposit payment is non-refundable.

Financial Responsibility

The hirer is financially responsible for any loss, theft or personal injury whilst at Pines Forest Aquatic Centre.

FACILITY

Conditions of Entry

All persons must obey all Centre safety signage, including but not limited to, the swimming pool and slide rules which are located at the entrance of each of the facilities and all warnings, rules and safety instructions.

Spectator and Children Access to School Carnivals

Spectators and their children with students at the school are allowed free access to watch swim carnivals. Spectators and their children are not allowed to enter any of the pools during a swim carnival as the centre is staffed exclusively at levels to supervise a swim carnival only.

Storage

The Pines Forest Aquatic Centre is unable to provide an area for hirers to store equipment or personal belongings during the event.

Teacher Amenities

Pines Forest Aquatic Centre will provide an undercover area with power outlets for teacher amenities and computer and recording activities.

Sale of Food and beverage on site

The Pines Forest Aquatic Centre will operate all food and drink sales on site through the kiosk including the BBQ. Schools and organisations are not permitted to sell food or beverages on site without prior written permission by the Pines Forest Aquatic Centre Leader, which will be considered on a case by case basis. This is to comply with our Frankston City Council food safety licence and food handling regulations. Please contact us for queries on permitted activities and special arrangements.

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 may be charged

CONDITIONS OF ENTRY

Bombing, Twists or Back Flips are prohibited

Bombing, twists and back flips are strictly prohibited.
Instructions from staff must be followed at all times.
Centre rules must be adhered to at all times.

Diving

Diving is only permitted from deep end of the pool as part of a supervised and competitive event.

Free Swimming or Free Play is prohibited

Before, during or after the event or carnival, there is no "free swimming or free play" allowed. This will be enforced by the Pines Forest Aquatic Centre staff and is in the interests of water safety. Structured and supervised group activities may be allowed at the discretion of Pines Forest Aquatic Centre staff, but must be supervised by school staff at appropriate ratios. Any special activities or events must be authorised before the event.

No "run through" – due to lifeguard requirements it is prohibited to have ALL students in the water at one time.

Capacity

The Pines Forest Aquatic Centre has the capacity to accommodate 1000 attendees.
Please note this is the maximum number of guests the facility will allow in the centre at any given time.

PARKING

Parking

Parking of buses and cars for school carnivals has changed at Pines Forest Aquatic Centre to avoid congestion and parking problems at and surrounding the Centre.

Bus Parking

Drop off and pick up of students are to occur in the driveway or in Lehmann Crescent only.

No buses are to park or drop off students in Forest Drive at any time.

All busses waiting at the centre after drop off are to park in the driveway (3 buses only) or the car park across the park at Monterey Blvd, where the Soccer club is. This is now the designated bus waiting area and overflow car park and is a fully sealed car park of approx. 90 spaces, within sight of the pool across the park.

Parents and Spectator Parking

All teachers, parents and visitors agree to abide by all laws and regulations relating to parking in the nearby vicinity of the Centre. Users accept responsibility for any offences resulting from breaches of these laws. Parents and spectators are to be advised by the school not to illegally park in any surrounding streets or block resident's driveways in Forest Drive and Lehmann Crescent. They should use the car park in Monterey Blvd and

walk across the park to the Centre. This should be communicated to all parents and spectators through newsletters, circulars and other school communication channels.

HEALTH AND SAFETY

Supervision

Pines Forest Aquatic Centre will provide Lifeguards as per the Guidelines for Safe Pool Operation for a swimming carnival only and not for any other activities. Additional supervision is to be provided by the hirer as per Department of Education Guidelines.

Spectators and their children are not allowed to enter any of the pools during a swim carnival as the centre is staffed exclusively at levels to supervise a swim carnival only.

The hirer assumes full responsibility during the period of hire for the supervision and control of all its students, staff and visitors. Pines Forest Aquatic Centre reminds teachers of the Department of Education's requirements for teachers to maintain direct poolside presence during program operation.

(<http://www.education.vic.gov.au/school/principals/spag/safety/pages/staffing.aspx>)

Patrons with Medical Conditions / Additional Requirements

If there are any children with special needs attending the program, this must be discussed with the Pines Forest Aquatic Centre staff.

First Aid

The Pines Forest Aquatic Centre agrees to provide first aid to patrons when required at the Centre, up to the level of qualifications held by the representatives of the Centre.

Report incidences and near misses to the Duty Manager.

Emergency

Accurate rolls and attendance numbers must be recorded and available in case of emergency and evacuation. In the event of an emergency, the hirer must follow directions given by the Pines Forest Aquatic Centre team and follow the Emergency Evacuation Plan.

OTHER

Local Laws

The hirer agrees to abide by all relevant council laws. This includes laws relating to parking in the nearby vicinity of the Centre. Users accept responsibility for any offences resulting from breaches of these laws.

Loss or Damage

The hirer is financially responsible for any loss or damage sustained by the Centre during the period of hire.

By signing this form you agree to the terms and conditions.

To confirm the booking, a deposit of \$320 is required to be paid within 14 days of invoice.

Signed: _____ Date: _____

Name: _____ Position: _____

Pines Forest Aquatic Centre

School Carnival Terms and Conditions



On behalf of: _____ (Name of School/Organisation)

Completed forms may be emailed to info@pinesfrankston.com.au
Your booking will be confirmed by email once the deposit has been received.