



Yarra Swim School BIRTHDAY BOOKING FORM 2011/2012

(Birthday bookings only)

Individual/Group:		
Contact:		
Address:		Postcode:
Phone:	Mobile:	Email:
Total Number Attending:	Adults	Children

Booking Details

All Inclusive Areas of Use	Date	Start Time	Finish Time	Total Hours	Estimated Cost
Pool Hire 25m Multi Purpose Room and Sundeck Host and Lifeguard(s)					

All Inclusive Facility Hire Rates

Description	Price
Minimum Chargeable Headcount of 20 pax is applicable for all bookings	@\$16.00 per head
20 to 30 people is charged	@ \$16.00 per head
31 to 40 people is charged	@ \$15.00 per head

Method of Payment and Charges- Including GST

Total Fee Due: \$
Method of Payment: <input type="checkbox"/> Cash/Cheque <input type="checkbox"/> Credit card/EFTPOS <input type="checkbox"/> EFT

Terms and Conditions

- Full list of terms and conditions are outlined on the back of this form
- Bookings cancelled with less than 48 hours notice will incur a charge at the full service rate.
- In accordance with Guidelines for Safe Pool Operation: Dive entries may only be performed in the deep end of the 25 metre with a lifeguard supervising
- Individual/groups are responsible to supply all food, drinks plastic plates and cups. Where possible, the use of glass and china should be avoided in case of breakage.
- Complimentary tea, coffee and milk will be provided.
- A ratio of one adult for every ten children must be maintained while children are in the water.

Iof the above-mentioned individual/group have read and accept the terms and conditions as outlined on the back of this form. Signature:.....

Cheques should be made payable to "YARRA SWIM SCHOOL". Or alternatively via EFT directly to:
 Account Name: Yarra Plenty Swimming Club Bank: Commonwealth Bank BSB: 063 184 Account No: 10117842

Upon return of signed and dated booking form, confirmation will be emailed to you.

OFFICE USE ONLY:

Name:	Signature:	Date:
Deposit Paid: <input type="checkbox"/>	Date:	Initials:
Confirmation Sent: <input type="checkbox"/>	Initials:	
Staff Allocated:		
Remarks:		

Invoice Number:

Facility Hire Terms and Conditions

1. The signing of this 'Birthday Party Booking Details' form, by a representative, on behalf of the individual/group/organisation, indicates an acceptance, by the individual/group/organisation, of the costs, charges and Terms and Conditions associated with the booking.
2. Bookings are confirmed upon return of signed and dated 'Facility Booking Forms'.
3. Full payment is required no later than 48 hours prior to the date unless prior arrangements have been made.
4. A deposit of 25% is payable at the time of booking. Bookings cancelled with less than 48 hours notice will incur a charge at the full-anticipated rate.
5. "Free swimming time" is not permissible at any time.
6. In accordance with Guidelines for Safe Pool Operation: Dive entries may only be performed in the deep end of the 25 metre with a supervising lifeguard.
7. Individual/group/organisation are reminded to stay within the parameters of their booking with regards to time and allocated space so as not to impinge on other user groups.
8. Group leaders/organizers are responsible for the appropriate behavior of their participants and should ensure that other YARRA SWIM SCHOOL participants are not inconvenienced.
9. Safety is of paramount importance and YARRA SWIM SCHOOL staff will request any unsafe or inappropriate behavior to cease immediately and/or offenders to leave the premises.
10. Supervisors are obliged to accompany the children in their care in all areas of the facilities being, used, including the change rooms.
11. All children are under the direct control and responsibility of the hirer.
12. Supervisors must log in at reception before children enter the Centre to give the correct total number attending on the day.
13. All rubbish produced by the group should be placed in bins provided, and areas of use should be left tidy.
14. Equipment breakages and/or other problems should be reported to YARRA SWIM SCHOOL staff immediately. The group May be required to pay for property damaged.
15. The User/Hirer must indemnify and keep indemnified and to hold harmless the Yarra Plenty Swimming Club and YARRA SWIM SCHOOL from and against all actions, claims, penalties, demands, costs, expenses or damages in any way related to any act or omission of the YARRA SWIM SCHOOL or of any person acting on the YARRA SWIM SCHOOL's behalf in respect to the use of services and facilities of the Centre.
16. All hirers are required to take responsibility for first aid incidents that may arise while hiring the facility. If required, YARRA SWIM SCHOOL staff are qualified and are available to apply first aid.
17. YARRA SWIM SCHOOL will not take responsibility for any lost or stolen property. Groups must inform the YARRA SWIM SCHOOL prior to the day of booking if they require storage for belongings and valuables.
18. Individual/group organizers must be aware of all medical conditions of participants in case of an emergency and in the absence of the child's parent.
19. Individual/Group organizers must ensure that all children/users follow the instruction of centre staff in the case of an emergency. All participants will be required to follow the emergency evacuation procedures and must take the direction of centre staff during this time.
20. Summary of Centre Rules (applicable to these bookings)
 - Conditions of entry must be adhered to, a copy has been attached for your reference.
 - Non-toilet trained or incontinent patrons must wear waterproof pants while bathing to prevent contamination of the swimming pool
 - In the interest of hygiene individuals must not enter the water if they have had any form of stomach illness in the last 14 days
 - All instructions given by centre staff must be followed, particularly in times of an emergency

NB: If there are any questions in regard to the above terms and conditions please contact the centre.

The YARRA SWIM SCHOOL acknowledges and respects privacy of individuals. The information that is being collected on this document is for the purposes of processing your booking of this facility and providing your organisation with updated information and assisting us improve our services to you. The intended recipients of this information are the YARRA SWIM SCHOOL, its authorised staff and relevant Government authorities. As part of your booking with the YARRA SWIM SCHOOL, you will receive information from time to time regarding our programs and services. The YARRA SWIM SCHOOL may also provide promotional material from our strategic partners, or any other third party, if you do not wish to receive this information please tick the " OPT OUT" box below and return this to the YARRA SWIM SCHOOL. Your individual details will be removed from the mailing list within a reasonable period of time.