

**West Wave Pool & Leisure  
Recreation Centre Event Booking Request Form**

HIRER - Invoice to be sent to:	
<b>Group Name or Trading Name:</b>	
<b>Contact Person:</b>	
<b>Postal Address:</b>	
<b>Telephone:</b>	
<b>Email:</b>	

VENUE	
<b>Venue capacity:</b>	
<b>Event details &amp; Numbers Attending:</b>	
<b>Age Groups Breakdown:</b> <i>number of participants under 17/ number of participants over 17</i>	

Activity/ Event Contact: <i>(Present on site for the duration of the event)</i>	
<b>Mobile:</b>	
<b>Email:</b>	
Event Health & Safety Co-ordinator: <i>(Present on site for the duration of the Hire Period)</i>	
<b>Mobile:</b>	
<b>Email:</b>	

Room / Space	Standard (per hour)	Community Group* (per hour)	Room Capacity
Karekare (kitchen)	\$26.50	\$18.50	40
Piha (meeting room)	\$29.50	\$22.00	40
Muriwai Room (martial Arts)	\$28.50	\$18.50	40
1 x Basketball Court	\$28.50	\$19.50	
2 x Basketball Courts	\$49.50	\$36.00	
1 x Badminton Court	\$19.50	\$15.00	
2 x Badminton Courts	\$28.50	\$19.50	
Special Events			
Whole Hall	\$160.00		
Auckland Council contracted Security	\$45 (per guard)		
Staff member *Outside of operating hours	\$30.00ph		

*\*Community group prices are applied upon evidence of charitable or voluntary group status.*

**HIRE PERIOD(S)**

Dates (or use 2019 calendar)	Event/ Booking set up	Event/ Booking start	Reason for Use	Event/ Booking finish	Event/ Booking pack up	Space requested	Numbers attending

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You book and agree to pay for, and we agree to provide for your use, upon confirmation, the Venue for the Hire Period on the terms of this Booking Request Form and the attached General Terms and Special Conditions (together the **Agreement**)

<b>Additional information:</b>
E.g. request for use of tables and chairs. (quantity)

<b>Parking warden</b>	
Will you be using rear recreation entry to bring in equipment?	Yes/no if yes please fill out remaining details below
Name of parking warden	
Contact number	

**\*Please note that the rear car park is for staff use only and any non-permit holders will be towed at their cost**

Existing storage arrangements only

We request that the following equipment be stored at West Wave and in the notified location.

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*We agree that we will store and maintain our own equipment. We will follow visual management and good housekeeping practices at all times the equipment is held on site. Any contractors arranged to maintain equipment will be notified to West Wave Pools and Leisure and comply with all relevant Health & Safety requirements.*

PRINT NAME:

SIGNATURE:

DATE

**Important: By signing this Booking Request Form, you acknowledge that:**

- You have read and understood the terms of this Agreement including the Special Terms and the General Terms
- You are at least 18 years old and have the authority of accept this Agreement on behalf of the Hirer
- You are not guaranteed repeat bookings at the same fees, that additional charges may be payable, and that bookings may only be changed with our consent.

**West Wave Pool and Leisure Centre Booking Checklist**

Upon confirmation of your booking and where your event is looking for exclusive use of our facilities (i.e. additional room hire) event organisers will supply to West Wave the following information and within the notified timescales:

Office use only		
Event health and safety management plan	2 weeks prior to the event	Received

Payment Summary (Admin Only):

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## West Wave Pool & Leisure Recreation Centre Event Booking Request Form



January 2020							February 2020							March 2020						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
		1	2	3	4	5				6		1	2							1
6	7	8	9	10	11	12	3	4	5		7	8	9	2	3	4	5	6	7	8
13	14	15	16	17	18	19	10	11	12		14	15	16	9	10	11	12	13	14	15
20	21	22	23	24	25	26	17	18	19	20	21	22	23	16	17	18	19	20	21	22
27	28		30	31			24	25	26	27	28	29	23	24	25	26	27	28	29	
													30	31						

April 2020							May 2020							June 2020						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					

July 2020							August 2020							September 2020						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
		1	2	3	4	5						1	2		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
							31													

October 2020							November 2020							December 2020						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
			1	2	3	4						1		1	2	3	4	5	6	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

Red Facility closed	Blue Public Holidays	Yellow School Holidays	
<b>Public Holidays (Revised Opening Hours)</b>		<b>Public Holidays &amp; Revised Opening times</b>	
New Year's Day	1 <sup>st</sup> January	Easter Monday	14 <sup>th</sup> April
New Year's Holiday	2 <sup>nd</sup> January	Anzac Day	27 <sup>th</sup> April
Auckland Anniversary	29 <sup>th</sup> January	Queen's Birthday	1 <sup>st</sup> June
Waitangi Day	6 <sup>th</sup> February	Labour Day	26 <sup>th</sup> October
Good Friday	10 <sup>th</sup> April	Christmas Day	25 <sup>th</sup> December
Easter Sunday	12 <sup>th</sup> April	Boxing Day	26 <sup>th</sup> December

School Terms		School Terms	
Term 1	Between Monday 27 <sup>th</sup> Jan to Friday 7 <sup>th</sup> Feb	Term 3	Monday 20 <sup>th</sup> Jul-Friday 25 <sup>th</sup> Sep
Term 2	Monday 28 <sup>th</sup> Apr-Friday 3 <sup>rd</sup> Jul	Term 4	Monday 12 <sup>th</sup> Oct-No later than Friday 18 <sup>th</sup> Dec

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**VENUE HIRE: SPECIAL CONDITIONS**

**1. GENERAL**

- a. Sub-letting of any or all parts of the Venue is not permitted.
- b. Any and all alarms activated by your event that does not fall under the Work Safe facility Fire Evacuation will be charged and cost coded to the hirer.
- c. Car parking around the facility is operated by Auckland Transport. You will ensure that all vehicles are parked in accordance with signage displayed and they are not blocking any emergency, loading or staff access to the facility.

**2. BOOKINGS**

- a. We may deem necessary the presence of additional staff or security. The cost for this will be reflected in the Hire Fees.

**3. HEALTH AND SAFETY**

- a. You (or other notified person named on the Booking Request Form) are required to be present for the duration of the Hire Period.
- b. You (or the notified person as above) are responsible for ensuring the health and safety of all persons attending your event and to act on the instruction and guidance of our staff.
- c. You (or the notified person as above) are responsible for carrying out and presenting any required job safety analysis or risk and hazard identification.
- d. You are responsible for ensuring that all coaches and volunteers are suitably trained, qualified and police vetted (where applicable) to carry out their activity.
- e. You can provide your own lifeguard. The lifeguard must hold a current Pool Lifeguarding Practicing Certificate and a Pool Lifeguarding Skills Active Award. This information, including the name of the person and their NZRRP ID number will be provided to us in the Booking Request Form.
- f. You will not leave any parts of the Venue in an unsafe condition. Any unsafe conditions will be reported to us.

**g. Events**

- i. You are responsible for appointing a Health and Safety Co-ordinator, as appropriate in relation to the size of your Event. They must check regularly throughout the Hire Period that there is no interference with smoke detectors, fire extinguishers, emergency exits or restricted areas.
- ii. During the Hire Period, the Health and Safety Co-ordinator will make themselves known to the Lead Lifeguard or Recreation Centre staff on shift.
- iii. The Health and Safety Co-ordinator will remain on site for the duration of the Hire Period and will be contactable throughout.
- iv. Where the Hire Period will be than one day, require exclusive use of main facility areas or have more than 200 participants, you must provide at least one qualified first aider as part of the event plan. This first aider will remain on site for the duration of the Hire Period and will make themselves known to us. They will report any incident or injury to us.

**h. School Hireage, Holiday Programmes and Group Visits (Pool Use)**

Where the purpose of the hire is for school activities, holiday programmes or group visits, children must be actively supervised. Active supervision (by an adult aged 17 years and older) is defined as:

- i. 1 adult to every 2 children under 5 years old, 1 adult for every 4 children aged 5-10 years old, 1 adult to every 10 children aged 10 years and over.
- ii. You must be able to see your children at all times and provide immediate assistance. Children under 5 years old must have an adult with them and be within arms reach at all times.
- iii. Adults must be in the water with children aged 5 years and older if the children are not confident swimmers.
- iv. Adults and children must follow the instructions of our staff at all times.
- v. Adults supervising must be quickly and easily identifiable to our staff.
- vi. Large groups may be required to report to the Lead Lifeguard on shift upon arrival.

**4. INDOOR SPORTS**

- a. Starting pistols are not permitted for use within the Venue.
- b. Glass containers and chewing gum are not permitted within or around the pool areas.
- c. All persons using the pool will wear swim wear that is in line with the Venue swim wear policy.  
<https://www.aucklandleisure.co.nz/about-us/terms-and-conditions/>
- d. Poolside changing is not permitted; participants must use changing facilities available.
- e. Children under the age of 11 years old will be accompanied by an adult 17 years and older at all times including attendance at events, swimming lessons and other pool activity.

**5. STORAGE HIRE- EXISTING ARRANGEMENTS ONLY**

- a. You are responsible for ensuring that the equipment is properly maintained and kept in a clean and tidy condition and comply with visual management and good housekeeping.