

West Wave Pools & Leisure Centre Pool or Lane Booking Request

HIRER	
Group Name or Trading Name:	
Contact Name:	
Contact Address	
Landline/ Mobile	
Email:	

VENUE	
Activity details	
Age Groups Breakdown <i>number of participants under 17/ number of participants over 17</i>	

Onsite Contact <i>Present on site for the duration of the booking</i>	
Designation (Coach, Teacher, etc.)	
Mobile	
Email	
Onsite Contact <i>Present on site for the duration of the booking</i>	
Designation (Coach, Teacher, etc.)	
Mobile	
Email	

Invoice to be sent to: <i>If different from Group or Trading Name)</i>	
Designation (Coach, Teacher, etc.)	
Address	
Email	
Telephone	

HIRE PERIOD(S)							
Dates (or use 2019 calendar)	Booking set up time	Booking start time	Reason for Use	Booking finish time	Booking pack out time	Pool space requested	Numbers attending

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 Special conditions of this Booking Request Form and the attached General Terms (also available: www.aucklandleisure.co.nz/about-us/terms-and-conditions/) (together the **Agreement**)

THIS BOOKING IS TENTATIVE until receipt of email confirmation. Booking requests are accepted email, in person at West Wave Reception or by post: 20 Alderman Drive, Henderson. **BOOKINGS:** 09 892 4927 **Email:** Leith.Hurst@Aucklandcouncil.govt.nz

West Wave Pools & Leisure Centre Pool or Lane Booking Request

Area	Cost per hour	Area	Cost per hour
50m lane	\$70.00	25m lane	35.00
50m pool (exclusive hire)	\$514.60	25m pool (exclusive hire)	250.00
Hydrotherapy pool (shared use)	\$41.00	*Dive Well Half	\$60.50
Hydrotherapy pool (exclusive use)	\$81.50	*Dive Well Full	\$119.00
		West Wave Lifeguard (required for dive well bookings)	\$30.00
Leisure Pool/Wave Pool	Swim entry price	Request for West Wave to provide lifeguard yes/ no	
Prices correct a time of publication. May be subject to change		Hirer will provide lifeguard yes/ no Name of lifeguard and NZRRP ID	

Additional information:
E.g. request for specific pool depth, pool set up, lane ropes, use of PA system, chairs, tables.

Existing storage arrangements only

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

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 General Terms and Special Conditions
- 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.

PRINT NAME:

SIGNATURE:

DATE:

Payment Summary (Admin Only):

West Wave Pools & Leisure Centre Pool or Lane Booking Request

January 2019							February 2019							March 2019						
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	3					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31

April 2019							May 2019							June 2019						
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	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30

July 2019							August 2019							September 2019						
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	7				1	2	3	4							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

October 2019							November 2019							December 2019						
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	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

Red	Facility closed	Blue	Public Holidays	Yellow	School Holidays	
			Public Holidays (Revised Opening Hours)		Public Holidays & Revised Opening times	
	New Year's Day		1 st January		Easter Monday	22 nd April
	New Year's Holiday		2 nd January		Anzac Day	25 th April
	Auckland Anniversary		29 th January		Queen's Birthday	3 rd June
	Waitangi Day		6 th February		Labour Day	22 nd October
	Good Friday		19 th April		Christmas Day	25 th December
	Easter Sunday		21 st April		Boxing Day	26 th December

School Terms		School Terms	
Term 1	Between Monday 28 th Jan to Thursday 7 th Feb- Friday 12 th Apr	Term 3	Monday 22 nd Jul-Friday 27 th Sep
Term 2	Monday 29 th Apr-Friday 5 th Jul	Term 4	Monday 14 th Oct-No later than Friday 20 th Dec

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VENUE HIRE: SPECIAL CONDITIONS

GENERAL

- a. Sub-letting of any or all parts of the Venue is not permitted.
- b. 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.

1. BOOKINGS

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

2. 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 booking.
- b. You are responsible (or the notified person as above) 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 are (or notified person as above) responsible ensuring that the area is suitable for the Event and to carry out and present any required job safety analysis or risk and hazard identification
- d. You 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
- f. You will not leave any parts of the facility 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 in relation to the size of your Event. They will 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 during their booking or event.
- iii. The Event Health and Safety Co-ordinator will remain on site for the duration of the Hire Period and will be contactable throughout.
- iv. You (where the Hire Period will be than one day, require exclusive use of main facility areas or have more than 200 participants) will 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 them known to us. They will report any incident or injury to us

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

1. 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 will be able to see your children at all times and provide immediate assistance. Children under 5 years old will have an adult with them and in arms reach at all times
 - iii. Adults will be in the water with children aged 5 years and older if the children are not confident swimmers
 - iv. Adults and children will follow the instruction of our staff at all times
 - v. Adults supervising will be quickly and easily identifiable to our staff
 - vi. Large groups may be required to report to the lead lifeguard on shift upon arrival

3. 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 will 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.

4. 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.