

CELEBRATE  
WITH US

# Birthday Party Booking Form

West Wave Pool and Leisure Centre



PACKAGE 1 \$300	PACKAGE 2 \$260	PACKAGE 3 \$210	PACKAGE 4 \$180
<b>Includes:</b> <ul style="list-style-type: none"> <li>Learner Pool*</li> <li>Lifeguard</li> <li>Trestle tables</li> </ul> <small>*Max capacity of 40 pax applies *Available for 3pm – 5:30pm only *Minimum of 4 weeks' notice due to additional staffing requirements</small>	<b>Includes:</b> <ul style="list-style-type: none"> <li>Party Room</li> <li>1x Court</li> <li>Equipment gear setup and staff supervision</li> <li>10x hydroslide passes</li> <li>5x adult swim passes</li> </ul>	<b>Includes:</b> <ul style="list-style-type: none"> <li>Party Room</li> <li>1x Court</li> <li>10 x hydroslide passes</li> <li>5x adult swim passes</li> </ul>	<b>Includes:</b> <ul style="list-style-type: none"> <li>Party Room</li> <li>1x Court</li> <li>Equipment gear setup and staff supervision</li> </ul>
<i>All packages only available on weekends – no public holidays</i>			

## HIRER INFORMATION

<b>Name:</b>		<b>Contact Number:</b>	
<b>Email Address:</b>			
<b>Home Address:</b>			
<b>Birthday party child's name:</b>		<b>Age (How old they'll be turning):</b>	
<b>Gender:</b> M   F	<b>Package:</b> 1   2   3   4	<b>Guest number - Adults:</b>	<b>Children:</b>
<b>Preferred Party Date:</b>		<b>Secondary Date:</b>	
<b>Recreation Session Time:</b> 11am – 1:45pm   2pm – 4:45pm			
<i>Please specify whether you intend on using the pool BEFORE   AFTER booked session above</i>			
<b>Learner Pool Session Time:</b> 3pm – 5pm			
<b>Additional Information:</b> <i>Eg: Additional chairs and tables, pre purchase of additional hydroslide bands</i>			
By signing this form, you are confirming you have read and agree to all <u>terms and conditions</u> stated. You understand that if non-compliance of the rules and regulations set by West Wave Pool and Leisure Centre occurs that the booking may be asked to leave			
<b>Name</b> _____		<b>Signature</b> _____	
		<b>Date</b> _____	

**THIS BOOKING IS TENTATIVE** until receipt of email confirmation. Booking requests are accepted via email or in person at West Wave Pool and Leisure Centre **Email:** westwavebookings@aucklandcouncil.govt.nz



## VENUE HIRE SPECIAL CONDITIONS

### GENERAL:

- Sub-letting of any or all parts of the Venue is not permitted.
- 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.
- All learner pool bookings will be provided with a band per person for ease of identification for our staff, these must be collected by reception upon admission

### BOOKING:

- Bookings are only confirmed once you have received booking confirmation from West Wave Pool and Leisure Centre
- Full payment is required upon booking
- We may deem necessary the presence of additional staff or security. The cost for this will be reflected in the total for hire.
- Booking times are non-negotiable and must be adhered to.
  - Set up time of 15 minutes prior (2:45pm) and pack down/clean-up of 15 minutes after (5:45pm) is included in your booking

### HEALTH AND SAFETY

- You (or other notified person named on the Booking Request Form) are required to be present for the duration of the booking.
- 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.
- 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
- 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
- You will not leave any parts of the facility in an unsafe condition. Any unsafe conditions will be reported to us.
- Food and non-alcoholic beverages are allowed, no glass bottles or containers or gas elements/bottles are to be brought into the venue
- You will ensure all members of the booking enter the Recreation Centre dry if this area is part of your booking

### POOL RULES:

- All pool rules at West Wave Pool and Leisure Centre must always be followed, you will have one lifeguard situated in the pool area with you whose rules must be adhered to.
  - [Ratios](#) must be complied with.
  - [Clothing Policy](#) must be complied with.
  - Active supervision of all swimmers will be maintained at all times
  - Capacity – There is a maximum capacity of 40 people per booking in the learner pool, this includes adults and children and cannot be exceeded.
  - If you choose to utilize another area before/after your booking time this will be subject to capacity availability of that area and is not guaranteed

### CLEANING DUTIES:

West Wave will provide cleaning equipment if required however you are expected to:

- Remove all personal belongings from the area
- Remove any freestanding decorations from the area (No decorations are to be fixed to any walls and/or doors/windows in the pool area)
- Put all rubbish into bins provided
- Remove all food from the area and ensure the floor surrounding the pool/room area is clean

### FEES AND CANCELLATIONS:

- Section 7, 8 and 9 in our [terms and conditions](#)

### POOL CLOSURES:

- Due to the nature of the pool environment pool closures can occur, if this happens prior to your booking we will do our best to accommodate your group or will offer a refund.
- If your booking is the cause of a pool closure, we will do our best to accommodate your group however no refund will be issued.

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