

# West Wave Pools & Leisure Centre Recreation Area/Space Booking Request 2022

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>	

#1 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 2022 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/](http://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: Email:** westwaverecreation@aucklandcouncil.govt.nz

# West Wave Pools & Leisure Centre Recreation Area/Space Booking Request 2022

Area / Space	Cost per hour	Area / Space	Cost per hour
Karekare Room (Large Kitchen / Party Room)	\$26.80	Basketball Court	\$28.80
Karekare Room (Large Kitchen / Party Room) - Community	\$18.70	Basketball Court - Community	\$19.70
Piha Room (Large Meeting Room)	\$29.80	2 s Basketball Courts	\$50.00
Piha Room (Large Meeting Room) - Community	\$22.30	2 s Basketball Courts - Community	\$36.40
Muriwai Room (Martial Arts/Dance studio)	\$28.80	Badminton Court	\$19.70
Muriwai Room (Martial Arts/Dance studio) - Community	\$18.70	Badminton Court – Community	\$15.20
		2 x Badminton Courts	\$28.80
		2 x Badminton Courts - Community	\$19.70

Additional information:
E.g. request for chairs, tables (quantity)

### 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 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 Recreation Area/Space Booking Request 2022



JANUARY							FEBRUARY							MARCH						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
					1	2		1	2	3	4	5	6		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28							28	29	30	31			
31																				
APRIL							MAY							JUNE						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
				1	2	3							1			1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
							30	31												
JULY							AUGUST							SEPTEMBER						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
				1	2	3	1	2	3	5	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30		
OCTOBER							NOVEMBER							DECEMBER						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				
<b>Red</b> Facility closed / Pool unavailable							<b>Blue</b> Public Holidays							<b>Yellow</b> School Holidays						

Public Holidays (Revised Opening Hours)			
New Year's Day / Holiday	1 <sup>st</sup> January / 2 <sup>nd</sup> – 4 <sup>th</sup> January	Anzac Day	25 <sup>th</sup> / 26 <sup>th</sup> April
Auckland Anniversary	1 <sup>st</sup> February	Queen's Birthday	7 <sup>th</sup> June
Waitangi Day	6 <sup>th</sup> / 8 <sup>th</sup> February	Matariki Maori New Year	24 <sup>th</sup> June
Good Friday	2 <sup>nd</sup> April	Labour Day	25 <sup>th</sup> October
Easter Sunday	4 <sup>th</sup> April	Christmas Day	25 <sup>th</sup> / 27 <sup>th</sup> December
Easter Monday	5 <sup>th</sup> April	Boxing Day	26 <sup>th</sup> / 28 <sup>th</sup> December
School Terms			
Term 1	Between 2 <sup>nd</sup> Feb – 9 <sup>th</sup> Feb to Friday 16 <sup>th</sup> Apr	Term 3	Monday 26 <sup>th</sup> Jul - Friday 1 <sup>st</sup> Oct
Term 2	Monday 3 <sup>rd</sup> May - Friday 9 <sup>th</sup> Jul	Term 4	Monday 18 <sup>th</sup> Oct-No later than Monday 20 <sup>th</sup> 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.