

# Group, Pool & Facility Bookings



Email this completed form to [gwwc@belgravialeisure.com.au](mailto:gwwc@belgravialeisure.com.au)

As a community facility we are delighted to have community groups use our centre. Completion of this form does not guarantee a booking. Once received a member of our team will get in touch regarding your booking request.

**MULTI-PURPOSE ROOM:** Available 6am - 9pm Weekdays & 6am - 7pm Weekends. Fee is \$34.50 per hour (inc GST)

**GROUP FITNESS SESSION:** 45 minute sessions available 11am - 6pm Weekdays pending space & instructor availability. Options include Spin, Body Pump, Yoga, Aqua Aerobics and most of the centre's group fitness programming. Flat rate for up to 20 participants is \$184.00 (inc GST). Reformer Pilates available for up to 12 participants for flat rate of \$310.00 (inc GST).

**25m/50m COMPETITION POOL:** Available to book for Competitions or Lane Hire (entry costs also apply). See fees below.

**WARM WATER POOL:** Available to book (entry costs also apply). See fees below.

**LEARN TO SWIM / SPLASH PARK:** Available to book (entry costs also apply). See fees below.

## Fees & Charges

Facility Booking Type	Unit of Measure	2024/2025 inc GST
<b>Pool Hire/Carnivals</b>		
Lane Hire 50m Pool, 25m or Learn to Swim Pool	Per hour	\$14.40
Aquatic Events 50m Peak (\$192.50/hour x 4 hours) minimum booking	Per 4 hours	\$770.00
Aquatic Events 50m Off Peak (\$119.00/hour x 3 hours) minimum booking	Per 3 hours	\$357.00
Aquatic Events 25m Peak (\$119.00/hour x 3 hours) minimum booking	Per 3 hours	\$357.00
Aquatic Events LTS Pool, Warm Water Pool, Splash Park Off Peak	Per hour	\$119.00
<b>Pool Hire/Carnivals</b>		
Prepaid Group Entry (over 20 pax)	Per person	\$4.50
School Booking Entry (over 20 pax)	Per person	\$4.10
School Swim Lesson (45 min lesson including entry)	Per person	\$9.40
Aquatic Instructor/Teacher	Per lesson	From \$44.50

## Booking Information

- 1) All bookings are invoiced upfront. Numbers must be confirmed seven days prior to the booking. If the total booking value is less than \$500, a card payment is required to confirm the booking.
- 2) All bookings are subject to our Terms & Conditions. Reading and agreeing to these Terms & Conditions is a requirement of submitting this booking.
- 3) We will not chase invoices. It is the responsibility of the hirer to ensure payment is made on time to prevent the booking being cancelled.
- 4) Hirers with outstanding or unpaid debts from the period 2018 - 2024 are unable to book the facility until the debts are cleared.
- 5) Once the form below is completed, please allow 3-5 business days for a member of our team to get in touch.
- 6) If your booking request is after June 2025, new fees will apply.

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## ORGANISATION DETAILS

ORGANISATION NAME

ABN

ADDRESS

CONTACT PERSON

CONTACT EMAIL

CONTACT MOBILE

ACCOUNTS CONTACT (if different from Main Contact)

ACCOUNTS EMAIL (if different from Contact Email)

## BOOKING REQUEST

BOOKING AREA

BOOKING REQUIREMENTS (Please outline proposed dates, number of sessions, times, number of attendees, preferences etc)

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## BOOKING TERMS & CONDITIONS

**Belgravia Leisure is the Operator of Gurri Wanyarra Wellbeing Centre ("Centre") of Browning St, Kangaroo Flat 3555 on behalf of the City of Greater Bendigo. All bookings and agreements are made upon, and are subject to, the rules of the centre and the following conditions:**

1. **Booking Confirmations** - This booking form does not guarantee a booking. All bookings will be confirmed via email and accompanied by an invoice once the booking is confirmed.
2. **Fees, Charges and Payment** – Hiring fees and charges (including GST) will be quoted prior to confirming the booking. All bookings are payable upfront at the time of booking. If an individual participant fee is also payable, the individual responsible for the booking must confirm the number of participants at least seven days prior to the booking session. Please note that charges will not be calculated on the actual number of participants attending each day, but on the confirmed maximum number. It is recommended that the Organisation accurately calculate the number of participants attending each session, as extra staff/space may not be available at short notice should numbers increase. Please note the Centre will not hold unpaid bookings past seven days following the issuing of a quote or invoice, and therefore we recommend making full payment to hold your booking.
3. **Cancellations** – In the event a confirmed booking is cancelled (must be received in writing) the following will apply:
  - a. Less than 30 days' notice: 10% of the total booking amount
  - b. Less than 14 days' notice: 50% of the total booking amount
  - c. Less than 24 hours' notice: full booking amount payable
4. **Hire Dates/Days, Time and Duration** – You agree to commence your Hire and vacate the designated Hire Space at the day(s), date(s) and times (start and finish times) as per the confirmation. There will be no access to the booking space prior to, or after, each booking, and therefore if you require access prior or after the booking, this time must be included in your booking. It is the responsibility of the Hirer to ensure all participants have left the centre at the conclusion of the booking. There is no 'free swimming' or 'free centre access' available at the conclusion of a booking.
5. **Supervision, Public Safety & Security** – The hirer assumes full responsibility during the period of hire for the supervision, safety, and control of all its guests, players, members, staff and visitors. Where specialised supervision (e.g. lifeguards) or qualified first aid officers are required, the hirer must provide Belgravia Leisure with evidence of the qualifications and numbers of staff the Hirer will use. Special arrangements by the centre to provide additional staff for either supervision (e.g. lifeguards) or security (e.g. door or crowd control) can be provided at an additional cost. If any form of tuition or supervision is being provided by the Hirer, the following must be provided prior to the booking: a) Relevant & current qualification for the service being provided; b) Current CPR and/or First Aid qualification; c) Current Working with Children Check (where the services have any interaction with children under-18); d) Any other qualification deemed necessary by the Centre.
6. **Cleaning** – It is the responsibility of the hirer to ensure any area of the facility which is used during the program is left in a clean and acceptable standard at the conclusion of the program. If not, a cleaning fee will be charged at market value.
7. **Public Liability Risk Insurance** – Hirers shall have a Public Liability Risk Insurance Policy for not less than twenty million dollars (\$20,000,000) and must provide a Certificate of Currency to facilitate the booking.
8. **Professional Indemnity Insurance & Workers Compensation Insurance Policy** – Where required and relevant, the Hirer must provide the Centre with a copy of their current Public Liability Insurance Policy for not less than \$2,000,000, and a copy of their current Workers Compensation Insurance Policy for not less than \$5,000,000.
9. **Release and Indemnity** – The Hirer agrees to hire the Designated Area of Hire for the Activity at its own risk and agrees to indemnify Belgravia Leisure, its officers, servants and agents from all claims and demands where the Hirer is proven negligent through its acts or omissions.
10. **Loss or Damage** – The Hirer agrees to reimburse Belgravia Leisure for any loss or damage incurred as a direct result of the Activity in the Designated Area of Hire, within the reasonable control of or which would be expected to be in the reasonable control of the Hirer, and in breach of this Hire Agreement, including but not limited to loss or damage to the building or equipment. The Centre may require a bond to be held against loss or damage including but not limited to the building or equipment refundable after the event or drawn upon to pay for loss or damages resulting from the hire.
11. **Alcohol & Smoking** – No alcohol is permitted to be brought into the Centre by the Hirer's guests, players, members, staff and visitors during the period of Hire, unless agreed to by Belgravia Leisure. Smoking is not permitted within the Centre or any associated facilities.
12. **Force Majeure** – Belgravia Leisure shall be relieved from all liability in respect of any breach of its obligations under this agreement should such breach be caused, directly or indirectly, by an event of Force Majeure. "Force Majeure" shall mean any act; matter or thing whatsoever not within the reasonable control of Belgravia Leisure

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and which adversely affects the capacity of Belgravia Leisure to perform its obligations hereunder or wholly prevents the performance of the same.

13. Emergency Procedures – In the case of emergency Hirers must listen to the instructions provided by Belgravia Leisure staff and follow the Emergency procedures. Refer to the Emergency Evacuation Plan on display in the Designated Area of Hire.
14. Medical Conditions of Participants – The onus is on the Hirer to provide the Centre with a detailed list of specific and non-specific medical conditions of those attending during the hire period.
15. Own Program Requirements - Organisations providing their own program as part of their Hire must adhere to the following requirements:
  - a. Student/Staff ratios must be in accordance with 'Guidelines for Safe Pool Operation' (1:10);
  - b. Qualifications must be provided to the Centre as per 5. Supervision, Public Safety & Security;
  - c. Public Liability Risk Insurance must be provided to the Centre as per 7. Public Liability Risk Insurance;
  - d. Professional Indemnity Insurance & Workers Compensation Insurance Policy must be provided to the Centre as per 8. Professional Indemnity Insurance & Workers Compensation Insurance Policy;
  - e. Aquatic programming provided should be an industry recognised program;
  - f. An instructor to student ratio of 1:10 is required at all times;
  - g. Lifeguards will be provided on a ratio of 1:100 in accordance with 'Guidelines for Safe Pool Operations', and an extra cost may be borne by the Hirer to ensure sufficient lifeguards are on duty;
  - h. For bookings greater than 100 participants, the Hirer must also have a dedicated first-aid officer who holds the required qualifications for the provision of first aid;
  - i. For school bookings there is no capacity to offer 'make up classes/sessions' or refunds for sessions missed;
  - j. The Centre is a Watch Around Water accredited facility and all user groups should abide by the Watch Around Water guidelines. For bookings with children the Centre will provide a copy of these conditions.
  - k. Timeslots for School Bookings will be provided by the centre;
  - l. There is no 'free swimming' time before or after bookings, unless the patrons pay to re-enter the centre;
  - m. In accordance with Guidelines for Safe Pool Operation, dive entries may only be performed in water greater than 1.8m deep with a supervising instructor;
  - n. If an organisation chooses to cancel a booking due to weather, fees will still be payable (unless the pool is closed);
  - o. The Centre reserves the right to change Facility / Space allocation if necessary.
16. Adherence to Terms & Conditions - Failure to adhere to these conditions may result in cancellation of any future bookings, and/or limit an organisations capacity to hire the facility.
17. Acceptance of Terms & Conditions - By submitting a Booking Form, the Hirer accepts these Terms and Conditions of Hire.

**I accept these Booking Terms & Conditions on behalf of the Organisation above.**

FULL NAME

SIGNATURE

DATE

## What happens next?

After you have emailed this request form our team will get back to you in 3-5 business days to discuss your booking. If you have any questions email [gwww@belgravialeisure.com.au](mailto:gwww@belgravialeisure.com.au)