

Please fill in both sides of this form including signature and date

Note: This form is an application. It is NOT a booking.

Following a successful application, the booking will be confirmed.

1. Name of Organisation: _____
2. Name of Contact Person: _____
3. Position Held: _____
4. Address: _____ Post Code: _____
 Email: _____ Ph: (h) _____ (m) _____
5. Alternative Contact Name: _____ Ph: (h) _____ (w) _____
6. Name and Type of event(s) _____
7. Date(s) required (attach a list if insufficient space)

Please note the centre is closed Good Friday, Christmas Day & New Years Day. Public Holiday operating hours may vary.

Date(s)	Time	Number of Participants	Number of Supervisors Attending	Additional Requirements

**All association/organisations are required to provide a Covid Safe Plan (please attach)
 Covid Safe Plan attached (please circle) Yes / No**

*** Including school holidays Yes / No**

*** Including Public holidays Yes / No**

8. Facilities required- Please tick the appropriate box for facilities required. Numbers refer to room/court identification numbers.

SPORTS HALL (Description of activity)

- Full > _____
- Half > _____
- Badminton - Number of courts: _____

TENNIS COURTS

- 1
- 2
- 3
- 4

SQUASH

- 1(Exhibition court)
- 2(Exhibition court)
- 3
- 4
- 5

MAIN POOL

- Lane 1 Lane 5
- Lane 2 Lane 6
- Lane 3
- Lane 4

MULTI-PURPOSE ROOMS

- Meeting room Performance Training Facility
- Group Fitness Studio RPM Room
- Aerobics Room Outdoor Oval

PUBLIC LIABILITY INSURANCE

Current Insurance (attach current policy)

Please note: Active Leisure Centre requires all commercial and community group hirers to have a minimum of \$20 million Public Liability Insurance.

Type of insurance and limit of liability	Company Name	Policy Number	Inception and expiry Dates

Note: A Risk Rating can be applied for in order to reduce the minimum requirement to \$10 million Public Liability Insurance at; www.insuranceriskadvice.act.gov.au

The results of which must accompany this paperwork in order to have the minimum requirement reduced.

HIRERS CONDITIONS

If this application is approved, I the Hirer, undertake to comply with the following conditions;

- To indemnify and keep indemnified the Australian Capital Territory from any cost, expense or liability arising from this hire,
- To restrict use of the equipment specified in this hire of facilities form,
- To understand and comply with obligations of the Copyright Act 1968, Working with Vulnerable People Act 2011, Children & Young People Act 2008,
- Supply Active Leisure Centre with all documents as required, this includes association/organisation Covid Safe Plan as required by government from May 2020.
- To comply with all reasonable requests from Active Leisure Centre employees and rules set by Active Leisure Centre,
- To contact the Bookings Officer and give 24 hours' notice of any variations or cancellations. If notice is not given the full rate may be charged or future bookings postponed.
- With adequate notice Active Leisure Centre may cancel, modify or relocate any booking of the facility if necessary,
- A \$100.00 per hour cleaning fee will be charged to any hirer whom centre management feels has left an unacceptable mess behind after the hire,
- Where the hirer has requested pool bookings; RLSSA requires a ratio of 1 lifeguard per 100 participants. As your booking may affect this ratio additional lifeguards may be required at a negotiated cost to your group. Lesser ratios may be applied where bookings are unstructured or the age and /or skill level of participants warrant additional staffing. Pool hirers must comply with all pool rules located prominently within the pool environment. A copy of this information is available on request. Please be advised whilst ALC does provide qualified lifeguards, supervision of children and high risk clients are also the responsibility of the hiring group. If your booking requires addition supervision this can be provided at a reasonable cost.
- In case of an emergency whilst within the centre you are required to follow instructions from ALC staff. The emergency action plan is displayed around the centre and a copy is available on request.
- It is the hirer's responsibility to advise ALC of any users that attend the facility (through this booking) of any high risk medical conditions; including but not limited to heart conditions, anaphylaxis, diabetes etc. Whilst basic First Aid will be provided by ALC, a First Aid qualified Officer is advised.
- Hirers must comply with all reasonable and lawful staff directions. This includes any directives from government.
- Photography on the premises is only permitted after permission is obtained from management,
- Clients are expected to use change rooms when changing clothes on premises. Wet, Dry and Family change rooms are provided,
- School Groups attending the Centre must comply with ACT Education Training Directorate requirements,
- Swearing, abusive or destructive behaviour is not permitted.

I agree that under no circumstances is smoking, alcohol or illicit drug consumption permitted on Active Leisure Centre premises. Further, I understand that non-compliance with this request could mean immediate termination of the existing booking as well as any future bookings.

PAYMENT ARRANGEMENTS (Please Circle)

Over the Counter Payment

Monthly Invoice

Please provide relevant email address if you wish to receive monthly invoices.

No bookings will be held without a current booking form.

HIRER'S SIGNATURE

Full Name
Signature
Date

Office Use Only				
Booking No. _____				
Entered on Computer	YES / NO	Confirmed:	YES / NO	Date: