

Conditions of Hire - Swimming Pool and / or Sports Stadium

General Terms & Conditions

1. Current booking fees and hire fees are available from reception
2. Bookings are to be made on an official booking form. Verbal or telephone requests may not be accepted
3. Use of equipment fixtures (goals, lane ropes, nets etc, NOT BALLS OR RACQUETS) for the particular sport is included in the hire/booking fee
4. The cost of set up and pack up is included in the hire/booking fee
5. The cost of general cleaning before and after the event is included in the hire/booking fee
6. Fees are non-negotiable
7. The sale of food, equipment or products similar to that which the centre retails is strictly prohibited
8. Prior approval for fundraising activities such as raffles, sausage sizzles, display of advertising materials must be gained at the time of booking
9. All persons entering the facility must abide by the applicable centre rules
10. The centre will invoice hirers monthly for all fees payable unless the fees are paid on the day
11. Advance bookings will not be taken until all outstanding balances are paid
12. Cancellations should be submitted in writing no less than 7 days prior to the booking, otherwise the a cancellation fee may be charged
13. Subletting the facilities in any way is strictly prohibited
14. All centre buildings grounds including entrance and carpark are non smoking areas
15. All centre buildings grounds including entrance and carpark are an alcohol free zone

First Aid

16. First aid facilities, equipment and qualified staff are available at the centre. Please note that centre staff are qualified to a 'Senior First Aid' level only (in addition to lifesaving qualifications) and that item 17. may apply.
17. The hirer is responsible for the provision of first aid services for activities that may pose an increased risk of injury (such as contact sports, martial arts, etc).

Swimming Pool

18. Exclusive use of the indoor pool is not available & the centre's programs and public swimming lanes take priority. Exclusive use of the outdoor pool is available for Swimming & Water Polo carnivals or similar.
19. A booking fee may apply to Swimming Carnivals, Water Polo Carnivals or similar and entitles the hirer to exclusive use of the pool (*pending point 18 above*)
20. All competitors and spectators entering the centre are required to pay the normal entry fees at reception, the hirer may pay for competitors and spectators provided prior arrangements are made.
21. Outdoor pool bookings entitle the hirer to use the 50m pool only
22. Indoor pool bookings entitle the hirer to use the 25m pool only
23. Warm up / cool down lanes may be available by special arrangement
24. The hirer may not collect 'pool entry fees' from patrons or participants they can however charge 'event entry fees' or similar
25. The use of the records room is included in the booking fee
26. The hirer is responsible for the security of swimming club equipment located in the records room (It is suggested that officials only be allowed into the records room)
27. In the event of a cancellation due to bad weather the booking fee may be credited to you
28. In special circumstances the indoor pool may be used instead of the outdoor pool, however this should not be assumed and permission can only be granted by the centre manager
29. One Lifeguard indoors & One lifeguard outdoors will be present, however it essential that the hirer assist in supervising their event particularly during non-structured swimming time.

Sports Stadium

30. The club or hirer is permitted to collect entry fees from participants. This is to be done from inside the hall or prior to the booking day. Collection of money in the centre foyer, entrance area or carpark is not permitted
31. The courts can be booked for whole hours only
32. Exceeding the allocated time may result in your hirer being charged for an additional hour/s
33. Regular bookings can be made up to three months in advance, longer periods may be considered
34. Hire of one court only is strictly the use of one court only
35. The two courts may at times be hired independently of each other
36. There are times when the second court may not be available due to the conflicting nature of the sports in progress and the safety concerns of the participants

Insurance & Indemnity

37. The hirer shall be responsible for gaining public liability insurance for the activities performed.
38. The hirer shall be responsible for any injury, loss or damage sustained by any person involved in the hirers use of the facility, other than such injury, loss or damage caused by factors outside the hirers control
39. In doing so the hirer guarantees to hold Wollondilly Leisure Centre, Leisure Management Services, Staff and representatives indemnified against any claim or demands which hereafter might be made from persons in connection with such activities.

Important items of note regarding use of the Swimming Pools

Pool Depths

Outdoor Pool	Depth	Dive Entry
Shallow End water depth	1.1m	Permitted*
Half Way water depth	2.0m	Permitted*
Deep End water depth	2.1m	Permitted*



No Diving
in shallow end of indoor pool



Shallow Water
in indoor & outdoor pools



Deep Water
in outdoor pool

Indoor Pool	Depth	Dive Entry
Shallow End water depth	1.0m	Not Permitted
Half Way water depth	1.2m	Permitted*
Deep End water depth	1.35m	Permitted*
Learners Pool water depth	0.8m	Not Permitted

* In accordance with the Royal Lifesaving Guidelines for Safe Pool Operations No. SU22, 5.1 (b) dive entry is permitted provided "Prior to participating in swimming events swimmers should be advised and warned of the water depth into which they may be required to enter during the course of any competition." It is the hirer's responsibility to inform participants of the water depth.

Pool Width & Length

- The outdoor Pool is 7 lanes wide and 50m long
- The indoor pool is 8 lanes wide and 25m long

Lifeguards Present during Carnivals

- Wollondilly Leisure Centre will have a minimum of one lifeguard present in the indoor pool & one lifeguard present at the outdoor pool
- Lifeguards will only enter the water in an emergency
- Wollondilly Leisure Centre will provide lifeguards on the condition that the 'Further Recommendations for Weak and non Swimmers' listed below are adhered to.

Further Recommendations for Weak & Non Swimmers

- Weak swimmers should start from in the water (not a dive entry)
- Weak swimmers should swim in a lane adjacent to the pool edge
- If there are a significant number of weak swimmers, consider starting races from the shallow end of the pool where they can easily stand.
- Non-Swimmers should not be allowed to swim in the outdoor pool or the 25m indoor pool. They can swim in the indoor 'Learners Pool' where the water depth is 0.8m to 1.0m.

Swimming Ability

- It is the schools responsibility to ascertain the students swimming ability
- Coloured wristbands are available to help identify non & weak swimmers (see booking form)

Further Recommendations for the Smooth Running of Swimming Carnivals

- Remember to bring sunscreen
- Twelve 2.5m x 2.5m shade shelters will be available for swimmers and officials in addition to the 6m x 3m permanent shade structure. Schools are encouraged to bring additional shade should they deem it necessary.
- The PA system will be available, however larger schools are encouraged to bring their own system to ensure sufficient volume
- The starting 'hooter' will be provided & must be used for race starts (start guns are not to be used due to the centre's close proximity to residential areas)
- Any 'Free Swimming' time should be held at the end of the carnival so that lane ropes can be removed. Staff should be informed of free swimming time so additional supervision can be provided

Risk Assessment & Emergency Action Plan

- An example risk assessment can be provided if requested, however it is the school's / hirer's responsibility to complete the risk assessment for their activity.
- A copy of the centre's Emergency Action Plan is available

Wollondilly Leisure Centre's management and staff will endeavour to assist you in providing a successful, safe and enjoyable event for your competitors, students, staff, parents and officials. If we can be of assistance in any way please don't hesitate to contact us on the day of your carnival or beforehand on: (ph) 4677 1251, (fax) 4677 0955, (email) james@lmservice.com.au