

# SCHOOL BOOKING REQUEST FORM 2025

Please e-mail completed booking form to [mpl@activewhittlesea.com.au](mailto:mpl@activewhittlesea.com.au)

Please note that this request does not confirm your booking.

<b>SCHOOL NAME</b>	
<b>CONTACT PERSON</b>	
<b>ADDRESS</b>	
<b>PHONE</b>	
<b>EMAIL</b>	

<b>TERM (please tick)</b>	1		2		3		4	
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<b>SWIMMING PROGRAM (EDUCATION) (please tick)</b>			
5 day swimming and water safety program		Victorian Water Safety Certificate testing 1 day	
8 day swimming and water safety program		Victorian Water Safety Certificate 3 days	
10 day swimming and water safety program		Water Safety Theory Program (incursion)	
Beach Program		Water Safety Program (pool)	

<b>OTHER PROGRAM (please tick)</b>	
Carnival 25m Pool	
Lane Hire (swim training)	
Water Polo	
Fun Day	
Custom designed program	

<b>PROGRAM DATES</b>

<b>PROGRAM TIME: LESSONS</b>	<b>PAX</b>	<b>GRADES</b>	<b>CLASS RATIOS</b>
11:00am - 11:40am			1: 6-7 (Ideal for prep to grade 2)
11:40am - 12:20pm			1: 10+ (Ideal for secondary schools)
12:20pm - 1:00pm			Students with additional needs (qty)
1:00pm - 1:40pm			
1:40pm - 2:20pm			
2:20pm - 3:00pm			

<b>OTHER DETAILS</b>		
<b>Buses</b>	To be organised by schools.	
<b>For Carnivals Only</b>		
<b>Cafe Access</b>	Attendees will access the cafe	
<b>Equipment</b>	PA System	
	Tables, if required (qty)	
	Chairs, if required (qty)	

<b>ADDITIONAL INFORMATION/REQUESTS</b>			
<b>NAME</b>		<b>SIGNED</b>	
			<b>DATE</b>

## TERMS AND CONDITIONS

Belgravia Leisure is the Manager of Mill Park Leisure of 33 Morang Drive, Mill Park on behalf of the City of Whittlesea.

**Bookings and Agreements are made upon and are subject to Centre Rules and the following conditions:**

1. **Confirmation of Booking/s** – A confirmation will be sent to the email address supplied once the booking has been processed.
2. **Fees, Charges and Payment** – Hiring fees and charges (including GST) will be quoted prior to processing the booking. Invoice sent separately at the conclusion of the program (or on a monthly basis for ongoing bookings) via email and must be paid within 7 days of the invoice date. Once a booking has been confirmed, you will be given 2 weeks written notice of any fee increases which may occur. The Organisation agrees to meet all costs for the number of participants as confirmed by the Organisation at least 7 days before the program is due to start. 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.
3. **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.
4. **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
  - b. Less than 14 days' notice      50% of the total booking
  - c. Less than 24 hours' notice      full amount payable
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 *if the program is not being run by Belgravia Leisure staff*. 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.
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 may be charged.
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 on demand at any time prior to confirmation of and at any time during the times of booking, to Belgravia Leisure's satisfaction.
8. **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.
9. **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 (which may be the deposit) 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.
10. **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.
11. **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 and which adversely affects the capacity of Belgravia Leisure to perform its obligations hereunder or wholly prevents the performance of the same.

12. **Emergency Procedures** – In the case of emergency you and your guests 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.
13. **Medical Conditions of Participants** – Upon request the Hirer must provide the Centre with a detailed list of specific and non-specific medical conditions of all those attending during the hire period.
14. **Free Swimming** - “Free swimming time” is not permissible at any time.
15. **Diving** – 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.
16. **Providing Your Own Program** - Organisations providing their own Swimming Instructors attending the Centre are reminded that the following conditions apply:
  - a. Student/Staff ratios must be in accordance with ‘Guidelines for Safe Pool Operation’ (1:10).
  - b. Must provide/attach a copy of Public Liability Insurance for a minimum of \$5 million.
  - c. Swim and Survive Aquatics Educational Program is used for all school bookings
  - d. To attach copies of the following qualifications for each supervisor as per safe ratios:
    - i. Current AUSTSWIM – Teacher of Swimming and Water Safety
    - ii. Current CPR
    - iii. Current WWCC
    - iv. Other qualifications may be required depending on group activities.
    - v. All lifeguards are employees of Belgravia Leisure, and will be provided on a ratio of 1:100 in accordance with ‘Guidelines for Safe Pool Operations’.
    - vi. In the event of a first aid or major incident the Lifeguards have responsibility for the care of patrons
17. **Missed Lessons/Refunds** – It is not possible to offer ‘make up classes/sessions’ or refunds for sessions missed.
18. **Watch Around Water** – 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.
19. **Other**
  - a. For continuity of the program, break times are programmed into the day so not all timeslots are available.
  - b. Outdoor bookings will not be rescheduled due to rain, unless there is lightning. If an organisation chooses to cancel a booking due to weather on the day of the booking, fees will still be payable.
  - c. Management reserves the right to change Facility / Space allocation if necessary.
20. **Failure to adhere to these conditions may result in cancellation of future bookings**