



GLEN EIRA CITY COUNCIL

GLEN EIRA LEISURE VENUE HIRE APPLICATION FORM

- GESAC hire
- Carnegie Swim Centre hire
- Caulfield Recreation Centre hire



This form needs to be read and completed in accordance with Glen Eira Leisure Hirer's Conditions of Use.

Contact details

Contact name			
Organisation			
Address			
Suburb		Postcode	
Phone		Mobile	
Email			
Representative (if contact will not be present)		Mobile	

Program booking

Program (please select)	<input type="checkbox"/> Learn to Swim	<input type="checkbox"/> Fun day	<input type="checkbox"/> Fitness class	<input type="checkbox"/> Carnival	<input type="checkbox"/> Diving
Staffing	<input type="checkbox"/> Conducted by Glen Eira Leisure staff		<input type="checkbox"/> Self-conducted program		
Details					
Date(s)		Age of participants			
Time(s)		Number of participants			
When the end of an aquatic booking abuts the Centre closing time, participants will be required to leave the aquatic area 15 minutes before the end of the booking to ensure that the Centre is closed on time.					

Facility booking

GESAC aquatics (please select)	<input type="checkbox"/> 25 metre pool	<input type="checkbox"/> 50 metre pool	<input type="checkbox"/> Leisure pool	<input type="checkbox"/> Slides	<input type="checkbox"/> Wellness pool
Carnegie aquatics (please select)	<input type="checkbox"/> 50 metre pool	<input type="checkbox"/> Dive pool	Note depths: 50 metre pool: 0.9–2.1 metres Dive Pool 4.8 metres		
Diving	Will you perform dive entries? Y/N Refer to clause 14.9 for diving entry conditions		Note depths: GESAC 25 metre pool: 1–1.5 metres 50 metre pool: 1.2–1.8 metres		
Stadium (please select)	<input type="checkbox"/> Multi-purpose	<input type="checkbox"/> Court 1	<input type="checkbox"/> Court 2	<input type="checkbox"/> Court 3	<input type="checkbox"/> Child care
Studio/room (please select)	<input type="checkbox"/> Group fitness	<input type="checkbox"/> Mind and body	<input type="checkbox"/> Cycle	<input type="checkbox"/> Child care	
Dates and times					
Age of participants		Number of participants			

Purpose of booking

Please provide a brief description of the purpose of the booking.

Pursuant to clause 4.3 of Glen Eira Leisure Centre Hirer's Conditions of Use, Council will assess all applications and may at its discretion refuse to accept any application for hire of any Council facility.

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Risk management plan

General	Checked	Date
Do you have public liability insurance?	<input type="checkbox"/>	
Are you familiar with the terms of the policy including the excess?	<input type="checkbox"/>	
Are coaches or instructors provided by the hirer qualified?	<input type="checkbox"/>	
Have you made your own judgement as to suitability of the venue prior to using the venue?	<input type="checkbox"/>	
Are you clear about who to contact at Council to report incidents whilst at the venue?	<input type="checkbox"/>	
Do you have insurance to cover your assets and personal items?	<input type="checkbox"/>	
Safety		
Are you aware of Glen Eira Leisure's evacuation and emergency numbers?	<input type="checkbox"/>	
Does everyone know where a list of the emergency contact numbers is?	<input type="checkbox"/>	
Is someone trained in first aid for all activities? Does everyone know who this person is?	<input type="checkbox"/>	

Declaration

Declaration	I have read, understood and agree to the attached Glen Eira Leisure Hirer's Conditions of Use. I confirm that I am aged 18 or older and I am authorised to make this declaration on behalf of the organisation. I understand that all bookings are not finalised until confirmed in writing.		
Signature		Date	

OFFICE USE ONLY			
Date received		Lifeguards required (min 1:100)	
Entered into booking system	<input type="checkbox"/>	Instructors required	
Confirmation sent	<input type="checkbox"/>	Extra staff entered into roster	<input type="checkbox"/>
Security deposit required	Y/N	After-hours bookings in BMS	<input type="checkbox"/>

Swim carnival equipment requirements

Please indicate (tick) what requirements are needed. Some requirements may result in an additional charge.

<input type="checkbox"/>	Starter gun	<input type="checkbox"/>	Chairs — how many?
<input type="checkbox"/>	False start rope	<input type="checkbox"/>	Marshalling area
<input type="checkbox"/>	Stereo	<input type="checkbox"/>	How would you like the lane ropes — in the pool or out?*
<input type="checkbox"/>	Microphone	<input type="checkbox"/>	Dive blocks
<input type="checkbox"/>	Tables — how many?	<input type="checkbox"/>	Other: _____ _____ _____
<input type="checkbox"/>	Lane ropes removed during carnival*		

*Please note: additional costs will apply to manage the risk for any events where the lane ropes are removed.