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| School/Organisation/Club: Greater Dandenong Divison - Primary |
| Booking Contact Name: Donna Westie | Phone: 0407177159 | Email: donnawestie@outlook.com |
| Program Contact Name:  | Phone:  | Email:  |
| Address:  | Suburb:  | Postcode:  |

#  Term ➀ ➁ ➂ ➃ 2015/16

**Booking Type:**

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| --- | --- |
| 🞏 School Carnival | 🞏 Other (please specify)  |

Facilities Requested

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| **Aquatic Facilities**🞏 50m Outdoor Pool - $238.65ph🞏 Carnival Set Up Fee - $172.25🞏 Water Slide - $92.35ph🞏 Boom Movement - $40.00ph🞏 Extra Lifeguard 500+ - $40.00 |  **Programming Facilities**🞏 Function Room 1 – $43.10ph🞎 Function Room 2 – $43.10ph 🞏 Function Room 3 – $43.10ph🞏 Function Room 4– $43.10ph🞏 Other \_\_\_\_\_ |
| **Other Areas or Facilities to include. I.e. indoor Café, 50m Kiosk, Outside Area etc.****Carnival Set Up includes – backstroke flags, dive blocks, chairs at end of each lane, 3 tables & chairs for officials, Microphone/PA,** |

**Booking Details**

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| --- | --- | --- | --- | --- | --- |
| Day / Date: | Time | Total length of time | # of participant | Ratio | Staff Required (Admin use only) |
| Friday, 11 March 2016 | 9:00-12:00 | 3 | Not Specified |  |  |
| Waterslide | N/A | 0 |  |  |  |
| Boom Movement | N/A | N/A |  |  |  |
|  |  |  |  |  |  |
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**Payment and Charges– Including GST**

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| **Aquatic Facilities**🞏 50m Outdoor Pool Lane = $715.95🞏 Carnival Set Up Fee = $172.25🞏 Water Slide =$ 0🞏 Boom Movement = $🞏 Extra Lifeguard 500+ = $ TOTAL = $888.20 | ***Indoor Café = Yes******50m Kiosk = Yes******Waterslide = N/A******Boom Movement = N/A******Backstroke Flags Requested = No*** |
| **Method of payment:**🞏 Payment on the day (Cards and cash accepted) 🗹 Invoice (Payment within 14 days on receipt of invoice | **Deposit $500.00 = Paid** | **TOTAL BOOKING FEE DUE :****$388.20** |
| **Privacy Policy**The YMCA acknowledges & respects the privacy of individuals. The information being collected is for the purpose of processing the facility booking and/or the provision of programs &/or services. The intended recipients of this information are the YMCA, its authorised staff & relevant Government authorities. As part of your booking with the YMCA you may receive information from time to time regarding programs, services or promotions. The YMCA may also provide material from strategic partners, or any other third party. If you do not wish to receive this information please tick the ‘OPT OUT’ box below. Your details will be removed from the mailing list within a reasonable period of time. **OPT OUT**  |
| **OFFICE USE ONLY:** |
| Booking Staff Name:  | Signature: | Date:  |
| Calendar Check:  | Booking Confirmed: | Staff Notified: |

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| **Terms and Conditions** **General**1. Signed ‘Facility Booking Forms’ indicate an acceptance by the School/Organisation/Club of the costs, charges, Terms and Conditions associated with the booking.
2. Bookings will incur a 10% deposit prior to confirmation to secure the booking. This deposit is non-refundable.
3. Bookings cancelled with less than 2 weeks’ notice incur the full booking charge based on minimum numbers\*
4. Minimum participant numbers fee - The School/Organisation/Club agrees to meet all fees & charges associated with the minimum numbers indicated in the booking confirmation.
5. Final program numbers for all bookings must be confirmed at least 2 weeks prior to booking commencement.
6. Participation above minimum numbers - Invoicing / charges are calculated on the actual number of participants attending. Accurate calculation of participant numbers is recommended (for each session); as additional Swimming teachers / lifeguards / water space may not be available at short notice should participant numbers increase. The YMCA reserves the right to supply or deny additional Swimming teachers / lifeguards / water space where numbers exceed the requested ratio and charge the School/Organisation/Club accordingly.
7. Management reserves the right to change facility/lane allocation with prior notice.
8. Details of issues (medical or otherwise), that may impact on a participants involvement in an activity or learning environment should be discussed and detailed to management personnel 2 weeks prior to booking commencement.
9. YMCA programs and services are conducted in accordance with the privacy and child protection policy & guidelines.
10. Financial responsibility for loss, theft, personal injury or facility damage is accepted by the school/organisation/club.
11. Strict adherence to confirmed time parameters and allocated space is required.
12. Code of Conduct: - Compliance with safety & risk management rules and staff directions assist in maintaining an amicable environment. Contrary physical, verbal or emotional behaviour is unwelcome. School/Organisation/Club leaders should ensure participant behaviour contributes to the maintenance of an amicable environment.
13. Any damage of equipment, carpet, walls or loss of equipment will be billed to the School/Organisation/Club in full.
14. School/Organisation/Clubs need to act in accordance of our camera and filming policy while within the centre.
15. Any audio or visual equipment that is used by the School/Organisation/Club in the centre is at the risk of the School/Organisation/Club and needs to be checked over by the duty manager prior to it being used.

**Dry User Groups*** 1. To attach a copy of Public Liability Insurance for a minimum of $5MIL.
	2. To attach copies of current qualifications:
		1. CPR and First Aid
		2. Working with Children Check
		3. Or other relevant industry qualifications

**Aquatic Bookings**1. ‘Free swimming’ and ‘play time’ are unstructured, high risk activities and are not permitted at any time.
2. In accordance with Guidelines for Safe Pool Operation: Jump & Dive entries may only be performed in the deep water under appropriately qualified supervision.
3. In an aquatic and recreation environment, whistles are only used in the event of an emergency. Teachers & supervising staff are reminded to refrain from using whistles while attending the facility.
4. Organisations accepting aquatic supervisory responsibilities are reminded: Student/staff ratios must be in accordance with ‘Guidelines for Safe Pool Operation’. (max 1:12)

**Aquatic User Groups** * 1. Participation ratios must be in accordance with ‘Guidelines for Safe Pool Operation’
	2. To attach a copy of Public Liability Insurance for a minimum of $5MIL.
	3. To attach copies of current qualifications:
		1. Coaching qualifications
		2. AUSTSWIM – Teacher of Swimming and Water Safety
		3. Bronze Medallion
		4. CPR
		5. First Aid
		6. Working with Children Check

**School Swimming Lessons**1. The Department of Education’s Schools Exclusion Guidelines apply to all aquatic program and service bookings provided by the YMCA. (Including but not limited to head lice, diarrhoea, conjunctivitis, plantar warts/papaloma). [ideas.health.vic.gov.au/guidelines/school-exclusion-table.asp](http://www.ideas.health.vic.gov.au/guidelines/school-exclusion-table.asp)
2. The YMCA reminds teachers of the Department of Education’s requirements for teachers to maintain direct poolside presence during the entire program operation and make themselves visible to centre staff at all times.
3. Program numbers must be confirmed at least 2 weeks prior to the program commencing and cannot be changed after this point.

**I, (Booking Contact)…………………………………………and of School/Organisation/Club………………………………..** **have read, understand and accept the terms and conditions as outlined in this document.** **Booking Contact Signature: …………………………….……………………………. Date: ………………………………….** |