



Application Form

Application for Use Grenfell Aquatic Centre & Quandialla Swimming Centre

PART 1 – APPLIATION DETAILS					
INFORMATION FOR APPLICANT					
<p>Prior to lodging this form, please refer to Council's Condition of Entry Policy for Grenfell Aquatic Centre & Quandialla Swimming Centre. Failure to submit all necessary information may result in a delay in the processing of your application. You must provide completed and signed document checklists. Fees may apply as per Council's adopted Fees & Charges.</p>					
APPLICANT DETAILS					
Name			Organisation		
Postal Address			PO Box		
Suburb		State		Postcode	
Email					
Contact No.					
PART 2 – USAGE DETAILS					
CARNIVAL (S) & FUN DAY (S)					
Pool Required		Grenfell (Please tick)			Quandialla (Please tick)
Name of Representative Responsible for Group					
Special Requirements					
Are there spectators attending (Please circle)			Yes	No	
If yes, how many?					
Area of Pool/Number of lanes required <i>(Lane allocation is subject to change at the discretion of Council pool staff)</i>					
Expected number of users					
Are any of the swimmers under 10 years of age					
Will you be providing trained staff for the activity			Yes	No	If yes, how many?
Preferred Option			Date		Time
Option 1					
Option 2					
Option 3					

LEARN TO SWIM/INTENSIVE SWIMMING, SWIMMING LESSONS & WEEKLY SWIMMING

Pool Required		Grenfell (Please tick)		Quandialla (Please tick)	
Name of Representative Responsible for Group					
Special Requirements					
Are there spectators attending (Please circle)		Yes	No		
If yes, how many?					
Area of Pool/Number of lanes required (Lane allocation is subject to change at the discretion of Council pool staff)					
Expected number of users					
Average age and swimming ability of group					
Are any of the swimmers under 10 years of age?		Yes	No		
Will you be providing trained instructors		Yes	No	If yes, how many?	
Period of use (must complete)		/	/	to	/ /
Monday		am/pm	to		am/pm
Tuesday		am/pm	to		am/pm
Wednesday		am/pm	to		am/pm
Thursday		am/pm	to		am/pm
Friday		am/pm	to		am/pm
Saturday		am/pm	to		am/pm
Sunday		am/pm	to		am/pm

PART 3 – POOL USER CHECKLIST

DOCUMENTATION REQUIRED Please indicate by 'X'

In order to utilise the Grenfell Aquatic Centre & Quandialla Swimming Centre, the following documents and qualification must be submitted to Council along with this application form to be addressed for approval

	Swimming Pool User Agreement – Read, completed and signed
	Signed copy of the conditions of entry
	Signed copy of swimming club expectations (Swimming club only)
	Certificate of currency – Public Liability Insurance for a minimum of twenty (20) million dollars
	Current Working with Children Check for all supervisors / coaches / instructors – Required for swimming lessons, swimming club & group bookings.
	Current first aid & CPR certificate
	Austswim or Royal Life Saving Swim Teacher Licence
	Teacher of Competitive Swimming Qualification (Including Swim Coaching)

Please note: *All users must complete a risk assessment each and every time the pool is used/hired and retain a copy for your records, one risk assessment can be completed for approved users which include multiple events of the same nature and risks.*

CONDITIONS OF USE

1. All applicant must provide a signed Pool User Agreement and current qualifications before their application is assessed.
2. Council facilities must be left in the same condition in which they are found.
3. The user is responsible for cleaning of all rubbish before departing from the facility and returning all equipment to its appropriate place.
4. The user must ensure that all fixtures and fittings are not removed, defaced or damaged in any manner by persons using the facility. If in the event of damage, the cost of repair will be the responsibility of the hirer.
5. No permanent decorations, fixtures or posters of any manner are to be erected in any part of the pool and surrounds without the written permission of Council.
6. All incidents resulting in personal injury, breakages, damages or losses must be reported immediately to Council and an incident report completed.
7. It is the responsibility of the hirer to ensure that all activities conducted within their responsibility abide by these conditions of use. As such, the following activities are not allowed:
 - Drinking of any alcoholic substance
 - Use of any drug related substance
 - Smoking
 - Swearing or abusive behaviour
 - Dangerous or unsafe behaviour
 - Destructive behaviour to property and fixtures of the swimming pool
 - No glass containers of any kind to be brought into the pool grounds
 - No pass outs will be issued
8. Pool staff have the discretion to allocate lane space subject to the number of swimmers on the day(s) of the users approved booking.
9. Fees and charges may apply as per Council's adopted Fees & Charges.
10. Any failure to abide by these conditions shall result in the cancellation of this agreement.

PART 4 – DECLARATION

APPLICATION DECLARATION

I/We apply for the approval to utilise Grenfell Aquatic Centre & Quandialla Swimming Centre described in this application. I/We declare that all the information in the application and checklist is, to the best of my/our knowledge, true and correct at the time of completion.

I/We give consent to Grenfell Aquatic Centre & Quandialla Swimming Centre to use the application and documents, provided in support of this application for advertising and notification purposes.

I/We have read the Conditions of Entry and User Agreement for Grenfell Aquatic Centre & Quandialla Swimming Centre. I/We agree to abide by and be bound by those conditions.

Applicant(s) Name		Date
Applicant(s) Signature		

PRIVACY NOTIFICATION

Personal and private information supplied to Council is managed in compliance with the Privacy and Personal Information Protection Act 1998.

This information is being collected by Council for the purpose of processing this application and will be accessible by Council staff. It is voluntary for you to provide your personal information, however if you do not provide the information, Council may be unable to process this application.

The intended recipients of your information are Council staff, but some of the information may be available to the general public under the Government Information (Public Access) Act 2009. Council is to be regarded as the agency that holds the information. You may make an application for access or amendments to your personal information held by Council under the Privacy and Personal Information Protection Act 1998 or the GIPA Act. If you have any further enquiries concerning this matter, contact Council on (02) 6340 2000.

PART 5 – LODGEMENT INFORMATION

HOW TO LODGE YOUR APPLICATION

Address the application to: Aquatic Service Manager

Or

Please return in person to:

Leann Logan (Aquatic Services Manager)
 Grenfell Aquatic Centre
 2A Forbes Street
 GRENFELL NSW 2810

Leann Logan (Aquatic Services Manager)
 Quandialla Swimming Centre
 Cnr Bland Road and Second Street
 QUANDIALLA NSW 2721

Or via email to: aquaticcentre@weddin.nsw.gov.au

If you require further information regarding this request, please contact Leann Logan – Aquatic Services Manager at Grenfell Aquatic Centre on (02) 6343 1756 / 0490 830 563 or Council on (02) 6343 1212.

Office Use:
Received Date:
Document No
Officer Initial:
Disposalyears