



TERMS AND CONDITIONS

GENERAL:

1. **All** bookings must be accompanied by written notification. This also applies to all cancellations or amendments. Failure to do so could result in automatic cancellation of the booking or payment being required where space was not used and the cancellation not formally advised.
2. Regular Lane hire cancellation must be received in writing a minimum of 72 hours prior to the booking or a cancellation fee of \$20.00 will be charged.
3. The hirer must confine their activities to the allocated areas, time and facilities hired. If a hirer is found to be using more space or time than is booked they will be invoiced accordingly.
4. The hirer will be responsible for maintain a reasonable standard of behaviour throughout the duration of their visit to the centre. The centre will be inspected prior to and following the booking. Management reserves the right to invoice the hirer for the cost of repairing or reinstating damage or defacement of the building or its fittings caused by members of the hirers group.
5. The facility is strictly **NO SMOKING** at all times.
6. Glass and chewing gum is prohibited in the centre at all times.
7. No alcohol allowed on the premises except with the permission of Management and possession of a valid special licence from Whakatane District Council.
8. The centre accepts no responsibility for the receipt of safe custody or any other property of the hirer and all insurance cover for such property is the responsibility of the hirer.
9. All areas must be left clean and tidy after use, with all rubbish placed in the provided bins.
10. Toilets and changing rooms must be left clean and tidy. Large groups of children must be supervised at all times in these areas.
11. Additional expenses incurred due to non-compliance with points 9 and 10 above will be charged to the group responsible.
12. Pool equipment such as lane ropes is not to be moved or re-arranged without the Lifeguard Team Leaders approval. No equipment is to be erected or used without the centres knowledge.
13. Any person found in staff only or plant areas, without authorisation, will be asked to leave the premises.
14. The Supervisor/Caregiver is required to bring a signed copy of the School and Group Supervision Policy and notify the Lifeguard Team Leader before entering the facility.

SCHOOL HIREAGE SPECIAL CONDITIONS

15. Pool staff remain responsible for the safety and the enforcement of the pool rules. In the unlikely event of an emergency Teachers/Caregivers and Supervisors are to gather their group(s) together and follow the instructions of the duty Lifeguard(s).
16. **5 year – 8 year olds: 1 caregiver for every 5 children**
 - Half of the caregivers **MUST** be in the water and **ALL** caregivers **MUST** be actively supervising their children
 - You must provide a ratio of at least 1 caregiver for every 5 children aged between 5 years and 8 years**8 year – 12 year olds who can swim: Children paired in to Buddies**
 - Have some caregivers in the water and ALL caregivers **MUST** be actively supervising their children
 - Children are to be paired in to buddies and taught to keep an eye out for their mate at all times*In all cases the caregiver must be 16 years or older.*
17. The Teacher/Caregiver is required to bring a signed copy of the School and Group Supervision Policy and notify the Lifeguard Team Leader before entering the facility.

HOLIDAY PROGRAMMES & POOL PARTIES

18. Supervision policies as outlined in point 15 are to be followed.
19. Appropriate swimwear must be worn (rash shirts are appropriate), **No singlet's, t-shirts, sarongs, lava lavas** are to be worn in any of the swimming pools.
20. Please ensure all supervisors are identifiable (e.g. uniform shirt, bright marking) for lifeguards to easily identify and recognise them at a glance.
21. The Supervisor/Caregiver is required to bring a signed copy of the School and Group Supervision Policy and notify the Lifeguard Team Leader before entering the facility.

PAYMENTS

22. If a one of hire an invoice can be generated for payment against, for any hirers with numerous or on-going bookings the hirer will be invoiced the account at the end of each month of pool use.

MANAGEMENT RESERVES THE RIGHT TO AMEND THE CONDITIONS OF HIRE FROM TIME TO TIME