

Recreation Events Booking Request 2022

HIRER	
Group Name or Trading Name:	
Contact Name:	
Contact Address	
Landline/ Mobile	
Email:	

VENUE	
Activity details	
Age Groups Breakdown <i>number of participants under 17/ number of participants over 17</i>	

Event Onsite Contact <i>Present on site for the duration of the booking</i>	
Designation (Coach, Teacher, etc.)	
Mobile	
Email	
Event Health & Safety Co-ordinator <i>Present on site for the duration of the booking</i>	
Designation (Coach, Teacher, etc.)	
Mobile	
Email	
Event Health & Safety Plan submitted in 2022: Yes / No	Event Health & Safety Plan submitted with this booking request Yes / No
*if there is no prior or attached Event Health & Safety Plan is must be submitted no later than one month before the event.	

Invoice to be sent to: <i>If different from Group or Trading Name)</i>	
Designation (Coach, Teacher, etc.)	
Address	
Email	
Telephone	

HIRE PERIOD(S)							
Dates (or use 2022 calendar)	Event/ Booking set up	Event/ Booking start	Reason for Use	Event/ Booking finish	Event/ Booking pack up	Pool space requested	Numbers attending

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You book and agree to pay for, and we agree to provide for your use, upon confirmation, the Venue for the Hire Period on the Special conditions of this Booking Request Form and the attached General Terms (also available: www.aucklandleisure.co.nz/about-us/terms-and-conditions/) (together the **Agreement**)

Area / Space	Cost per hour
Main Floor / Kitchen (All Courts 2 x Basketball Courts / 3 x Badminton Court)	\$160.00
*Events which are requested outside of normal operating hours require Security to be booked on site (1:50)	\$45.00
*Event which are requested outside of normal operating hours require Staff onsite, confirmed availability 2 months prior event start date	\$30.00
Prices correct at time of publication. May be subject to change at any time.	

Additional information:
E.g. request for tables and chairs (limited quantity)

Parking warden	
Will you be using rear recreation entry to bring in equipment?	Yes / No - if yes please fill out remaining details below
Name of parking warden	
Contact number	

Important: By signing this Booking Request Form, you acknowledge that:

- You have read and understood the terms of this Agreement including the General Terms and Special Conditions
- You are at least 18 years old and have the authority of accept this agreement on behalf of the Hirer
- You are not guaranteed repeat bookings at the same fees, that additional charges may be payable, and that bookings may only be changed with our consent.

PRINT NAME:

SIGNATURE:

DATE:

Office use only		
Event health and safety management plan	1 month prior to the event	Received

Payment Summary (Admin Only):

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JANUARY							FEBRUARY							MARCH													
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S							
					1	2		1	2	3	4	5	6		1	2	3	4	5	6							
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13							
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20							
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27							
24	25	26	27	28	29	30	28							28	29	30	31										
31																											
APRIL							MAY							JUNE													
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S							
				1	2	3							1			1	2	3	4	5							
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12							
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19							
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26							
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30										
							30	31																			
JULY							AUGUST							SEPTEMBER													
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S							
				1	2	3	1	2	3	5	5	6	7				1	2	3	4							
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OCTOBER							NOVEMBER							DECEMBER													
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S							
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24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31								
31																											
Red Facility closed / Pool unavailable							Blue Public Holidays							Yellow School Holidays													
Public Holidays (Revised Opening Hours)																											
New Year's Day							1 st January							Anzac Day							25 th April						
New Year's Holiday							2 nd / 4 th January							Queen's Birthday							6 th June						
Auckland Anniversary							1 st February							Martariki							24 th June						
Waitangi Day							7 th February							Labour Day							24 th October						
Good Friday/ Easter Monday							15 th April/ 18 th April							Christmas Day							25 th December						
Easter Sunday							4 th April							Boxing Day							26 th December						
School Terms																											
Term 1							Between 31 st Jan - 9 th Feb to Thursday 14 th Apr							Term 3							Monday 25 th Jul – Friday 30 th Sep						
Term 2							Monday 2 nd May - Friday 8 th Jul							Term 4							Monday 17 th Oct-No later than Monday 20 th Dec						

VENUE HIRE: SPECIAL CONDITIONS

GENERAL

- a. Sub-letting of any or all parts of the Venue is not permitted.
- b. Car parking around the facility is operated by Auckland Transport. You will ensure that all vehicles are parked in accordance with signage displayed and they are not blocking any emergency, loading or staff access to the facility.
- c. Parking at the rear of the building is not permitted and customers are to utilise public carpark

THIS BOOKING IS TENTATIVE until receipt of email confirmation. **BOOKINGS: Email:** westwaverecreation@aucklandcouncil.govt.nz
 Booking requests are accepted email, in person at West Wave Reception or by post: 20 Alderman Drive, Henderson.

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1. BOOKINGS

- a. We may deem necessary the presence of additional staff or security. The cost for this will be reflected in the Hire Fees.
- b. West Wave will supply a small poolside room for an events office. If a room for officials is needed, please advise in the request and we can potentially offer space in the recreation centre.

2. HEALTH AND SAFETY

- a. You (or other notified person named on the Booking Request Form) are required to be present for the duration of the Hire Period.
- b. You (or the notified person as above) are responsible for ensuring the health and safety of all persons attending your event and to act on the instruction and guidance of our staff.
- c. You (or the notified person as above) are responsible for carrying out and presenting any required job safety analysis or risk and hazard identification.
- d. You are responsible for ensuring that all coaches and volunteers are suitably trained, qualified and police vetted (where applicable) to carry out their activity.
- e. You can provide your own lifeguard. The lifeguard must hold a current Pool Lifeguarding Practicing Certificate and a Pool Lifeguarding Skills Active Award. This information, including the name of the person and their NZRRP ID number will be provided to us in the Booking Request Form.
- f. You will not leave any parts of the Venue in an unsafe condition. Any unsafe conditions will be reported to us.

g. Events

- i. You are responsible for appointing a Health and Safety Co-ordinator, as appropriate in relation to the size of your Event. They must check regularly throughout the Hire Period that there is no interference with smoke detectors, fire extinguishers, emergency exits or restricted areas.
- ii. During the Hire Period, the Health and Safety Co-ordinator will make themselves known to the Lead Lifeguard or Recreation Centre staff on shift.
- iii. The Health and Safety Co-ordinator will remain on site for the duration of the Hire Period and will be contactable throughout.
- iv. Where the Hire Period will be than one day, require exclusive use of main facility areas or have more than 200 participants, you must provide at least one qualified first aider as part of the event plan. This first aider will remain on site for the duration of the Hire Period and will make themselves known to us. They will report any incident or injury to us.

h. School Hireage, Holiday Programmes and Group Visits (Pool Use)

Where the purpose of the hire is for school activities, holiday programmes or group visits, children must be actively supervised. Active supervision (by an adult aged 17 years and older) is defined as:

- i. 1 adult to every 2 children under 5 years old, 1 adult for every 4 children aged 5-10 years old, 1 adult to every 10 children aged 10 years and over.
- ii. You must be able to see your children at all times and provide immediate assistance. Children under 5 years old must have an adult with them and be within arms reach at all times.
- iii. Adults must be in the water with children aged 5 years and older if the children are not confident swimmers.
- iv. Adults and children must follow the instructions of our staff at all times.
- v. Adults supervising must be quickly and easily identifiable to our staff.
- vi. Large groups may be required to report to the Lead Lifeguard on shift upon arrival.

3. INDOOR SPORTS

- a. Starting pistols are not permitted for use within the Venue.
- b. Glass containers and chewing gum are not permitted within or around the pool areas.
- c. All persons using the pool will wear swim wear that is in line with the Venue swim wear policy.
<https://www.aucklandleisure.co.nz/about-us/terms-and-conditions/>
- d. Poolside changing is not permitted; participants must use changing facilities available.
- e. Children under the age of 11 years old will be accompanied by an adult 17 years and older at all times including attendance at events, swimming lessons and other pool activity.

4. STORAGE HIRE- EXISTING ARRANGEMENTS ONLY

- a. You are responsible for ensuring that the equipment is properly maintained and kept in a clean and tidy condition and comply with visual management and good housekeeping.