

Facility Booking Form 2025



northern
beaches
council

Warringah
Aquatic Centre
Frenchs Forest

If you need help lodging your form, contact us	
Email	wacbookings@northernbeaches.nsw.gov.au
Phone	8495 5001
Warringah Aquatic Centre, Aquatic Drive, Frenchs Forest NSW 2086	

Office use only	
Form ID	4048
Last updated	Sept 2024
Business unit	Sports & Recreation

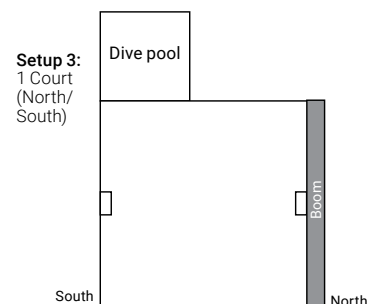
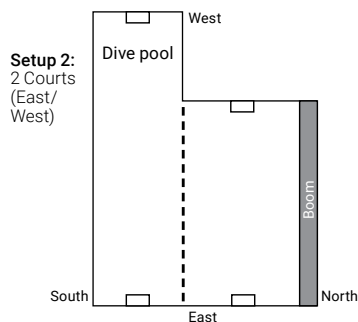
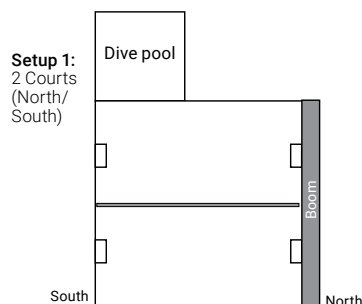
Privacy Protection Notice	
Purpose of collection	For Council to provide services to the community
Intended recipients	Northern Beaches Council staff
Supply	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Enquiries	Please contact WAC bookings on 8495 5001.

Part 1: Contact details

Name of school/organisation			
Contact person			
Address			Postcode
Mobile phone			Alternate phone
Email			

Part 2: Facilities and times required

Type of activity e.g. Scuba*, Water Polo**, Diving, Swimming. For filming & carnivals, please call						
Estimated number of participants/officials			Estimated number of spectators			
Tick	Description	Number of lanes	Times	Tick	Description	Times
	25m shallow lanes				Dive pool	
	25m deep lanes				Meeting room	
	50m lanes				Studio	
*For Scuba, a buffer lane must be included			**For Water Polo, please select required setup (note: dive pool must be included for Setup 2)			



Part 3: Other requirements

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Part 4: Payment of pool hire & entry fees (prices confirmed on booking). Please tick one.

Payment of lane hire & entries on arrival	<input type="checkbox"/>	Invoice lane hire & entries	<input type="checkbox"/>	Payment of entries on arrival & invoice lane hire	<input type="checkbox"/>
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Part 5: Medical details

Does the participant have any conditions that may affect their involvement in swimming classes? e.g. allergies, asthma, epilepsy, learning disability, physical disability			Yes	No	
Name 1			Name 2		
If yes, please provide details					

Part 6: Date request (in the calendar, please tick each date you wish to book)

January 2025						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2025						
M	T	W	T	F	S	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2025						
M	T	W	T	F	S	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	28	28	29	30
31						

April 2025						
M	T	W	T	F	S	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2025						
M	T	W	T	F	S	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2025						
M	T	W	T	F	S	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2025						
M	T	W	T	F	S	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2025						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2025						
M	T	W	T	F	S	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2025						
M	T	W	T	F	S	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2025						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2025						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Closed Good Friday and Christmas Day

Public holidays

School holidays

Part 7: Booking checklist

For us to confirm your booking, please tick and return all required documents to: wacbookings@northernbeaches.nsw.gov.au

Completed Facility Booking Form (page 1-2)

Read the Facility Booking Terms and Conditions (page 3-4)

Completed Hirers Declaration (page 4)

Provided a copy of your current Public Liability Insurance certificate, minimum \$20 million cover

For scuba bookings, provided Scuba Instructing qualifications

For diving bookings, provided Dive Coach qualifications (minimum Level 1)

Part 8: Facility Booking Terms & Conditions (reviewed September 2024)

Warringah Aquatic Centre (the Centre) is owned and managed by Northern Beaches Council. These Terms & Conditions apply from the above date, and supersede all previous conditions and agreements. They have been developed to ensure the safety of all our patrons and in accordance with Risk Assessment 2021/816501. Your co-operation is appreciated.

Please read the Facility Booking Terms & Conditions below before signing the Hirers Declaration.

ACCESS AND EGRESS

1. Main Entry Doors are to be kept clear at all times, roll call is either to be conducted seated in the grandstands or out on the oval.
2. Entry to the Centre for participants, officials and spectators is permitted 30 minutes prior to commencement of the booking.
3. During the allocated booking time, access to the water is limited only to the booked water space confirmed. If additional space/time is required, consultation with the Senior Lifeguard is required to determine whether or not additional space is available.
4. Warm-up time and lanes can only be guaranteed if it has been pre-booked.
5. Hirers may use only the areas of the Centre that have been booked for their use.
6. Stairwells, walkways, doors & exits are to be kept clear at all times (free from towels, clothing, chairs and other obstructions).
7. Car parking – Please be advised that Aquatic Reserve car park has a 3 hour parking limit between the hours of 8am - 3.30pm Monday to Friday. Hirers do not have authority to park in unauthorised areas. (These areas are regularly patrolled by council rangers and you may incur a parking fine.)
8. Arrangements for special access for equipment drop off/pick up may be made at the time of booking.
9. For reasons of safety no chairs or tables or similar items of equipment are permitted on the upper level walkways.

OTHER USERS OF THE CENTRE

Please note: Hirers do not have exclusive use of the whole Centre.

The hirer is responsible for ensuring that participants and spectators respect the rights and amenity of other users of the Centre.

CONDITIONS OF ENTRY

Please note: These conditions apply to all users of the Centre.

The hirer is responsible for ensuring that all participants and spectators observe the Centre's conditions of entry, listed below, and all other terms and conditions stated in this document.

All Centre users are entitled to enjoy their desired activity in a pleasant, healthy and safe environment. Therefore, the following are not permitted:

- Running
- Skateboards
- Pushing
- Litter
- Diving/jumping in shallow water
- Alcohol and drugs
- Smoking
- Food at pool level
- Glass
- Bombing or back flips
- Playing on lane ropes
- Offensive or dangerous behaviour
- Zinc cream
- Crepe paper / tinsel / streamers

Children under the age of 10 years must be closely supervised by a person (16 years & over). Users must comply with all reasonable requests made by Centre staff. Failure to comply may result in expulsion from the Centre.

SUPERVISION AND SAFETY

1. Hirers are responsible for the safety of participants and spectators whilst in the facility.

- 1.1. Primary responsibility for the safety of participants and spectators whilst in the facility.
- 1.2. Northern beaches Council is committed to safeguarding children and young people. It is your organisations responsibility to implement its own Child Safe policies and practices which create a safe environment for children. For more information visit the [Office of the Children's Guardian website](#).
- 1.3. Acceptable conduct of participants and spectators throughout the booking.
- 1.4. Safe and orderly access and egress from the Centre by participants and spectators, including the car park area.
- 1.5. Supervision of their participants and spectators in change rooms.
- 1.6. Supervision of their participants and spectators in grandstand area.
- 1.7. Supervision of their participants and spectators at kiosk area.
- 1.8. Participants and spectators are to remain seated in the allocated grandstand areas unless proceeding to allocated pool area or public amenities.
- 1.9. There is to be no standing on seats or sitting on the blue rails in the grandstands.
- 1.10. No leaning on the railing or banging on the clear perspex.

- 1.11. Ensuring that all participants and spectators do not enter prohibited areas including staff room, plant room, studio and storage bays, (unless authorisation has been given from the Senior Lifeguard on duty).
- 1.12. Ensuring that participants and spectators remain in the booked areas only and do not wander into other areas such as playground, BBQ area, outdoor pool or outside the facility.
- 1.13. In the case of school groups; ensuring that they meet their responsibilities under any existing ministerial guidelines.
- 1.14. All teachers supervising school groups using the Centre will be admitted free at the time of their school's use of the Centre. Accompanying teachers are to remain within close proximity of the students at all times, both on pool deck and in the grandstands.
- 1.15. Coaches and officials accompanying groups such as amateur swim clubs, scouting groups, youth groups and similar organisations, will be admitted free of charge conditional upon prior application. The same shall apply to coaches and instructors of commercial or professional groups.

2. Pool Hirers are responsible for:

- 2.1. Diving from the shallow end of the pool will not be permitted, in accordance with RLSSA Guidelines for Safe Pool Operations. Note: Compliance with RLSSA Guidelines for Safe Pool Operations must be adhered to in all aquatic activities.
- 2.2. Primary responsibility for water safety during the booking. Note: Warringah Aquatic Centre will have a minimum of one lifeguard available for backup at all times. A shift manager will also be overseeing the Centre.
- 2.3. Ensuring that participants in the water are constantly monitored by at least one official who is qualified and/or able to perform deep-water rescues and is appropriately attired to do so.
- 2.4. Prohibiting access to the moveable bulkhead (boom) unless the Senior Lifeguard on duty has granted specific approval. It is not to be used as a thoroughfare.
- 2.5. Ensuring that the diving boards/ dive pool are strictly out-of-bounds unless booked specifically for diving events, or other purposes which have been approved at the time of making the booking.

3. Special uses of the Centre

3.1. Diving facilities

Use of the diving pool facilities is subject to the following conditions:

- a. Use of the three (3) metre board is strictly limited and must be specifically booked and authorised.
- b. If requiring the one (1) metre springboard for diving, written evidence of diving coaching qualifications at minimum Level One standard, authorised by the Australian Coaching Council or equivalent, must be provided. If requiring the 1mtr springboard for Water Safety, written evidence of appropriate qualifications must be provided. This coach must supervise for the entirety of the booking and accept full responsibility of those participating in diving/water safety activities.
- c. Maximum number of participants in a group using the diving pool is at the discretion of the Shift Manager.
- d. The diving coach is responsible for ensuring that the water below is cleared before the next diver uses the board.
- e. A copy of current insurance must be provided with your Facility Booking Form (see Insurance section).

3.2. Scuba

Use of pool facilities for scuba is subject to the following conditions:

- a. Hirers must book a minimum of two (2) adjacent lanes, or the dive pool plus one (1) lane. These must be lanes 1 & 2 in the shallow, lanes 1 & 2 in the deep or the dive pool & lane 8. Note: The additional lane required to be included on all bookings acts as a buffer.
- b. Maximum number of participants in a group using lanes is five (5) per lane plus one (1) instructor. Maximum number of participants in a group using the dive pool is at the discretion of the Shift Manager.
- c. Hirers are the primary responsibility for supervision of all participants in their group throughout the booked period.
- d. A copy of current insurance must be provided with your Facility Booking Form (see Insurance section).
- e. Written evidence of Scuba Instructing Qualifications eg PADI, NCAS or equivalent must be provided with your Facility Booking Form.
- f. Equipment must be placed on a mat provided by the hirer in a manner safe to the public when positioned on pool deck.

3.3. Water Polo

Use of pool facilities for water polo is subject to the following conditions:

- a. Hirers are the primary responsibility for supervision of all participants in their group throughout the booked period.
- b. A copy of current insurance must be provided with your Facility Booking Form (see Insurance section).
- c. Training involving swimming only, may book one (1) 25mtr lane or more as required. Note: No balls to be thrown in lanes hired for swimming only. Numbers per lane may be managed by the Shift Manager on duty.
- d. Training or matches involving the use of a ball or balls must book either the dive pool only or dive pool plus additional lanes (as required). Note: When booking the dive pool only: the maximum number of participants is at the discretion of the Shift Manager.

3.4. Synchronised Swimming

Use of pool facilities for synchronised swimming is subject to the following conditions:

- a. Hirers are responsible for primary responsibility for supervision of all participants throughout the booked period.
- b. A copy of current insurance must be provided with your Facility Booking Form (see Insurance section).
- c. Hirers must book a minimum of one (1) lane in the deep end of the pool.

3.5. Other Special Uses

- a. Filming - any use of still or video cameras within the complex require authorisation by the Centre's Management Staff.
- b. Swim coaching (non staff) – professional swim coaching within the Centre is NOT PERMITTED. The sole coaching rights are held by the External Provider at the time.
- c. Coaching (other) – any other form of Coaching within the Centre (eg personal training etc) must be first authorised by the Bookings Office. Appropriate Application Forms must be completed if booking is approved.
- d. Hiring or Lending of Equipment – the hiring or lending of Warringah Aquatic Centre equipment to organisations (other than Council itself) or individuals for use outside the Centre is NOT PERMITTED.

CLEANING/DAMAGE

Hirers are responsible for:

- 1. Ensuring that novelty items are prohibited on the pool deck level. If those items do become a problem, hirers will be asked to remove them from the Centre.
- 2. Ensuring that the booked area is left in a clean and tidy condition and that no damage has occurred (if extra cleaning or maintenance is required, your organisation will be expected to meet all costs incurred by council).
- 3. Ensuring that no glass or plastic cups are distributed (it is suggested that foam or paper cups be used).

FIRST AID

The Centre is responsible for providing:

- 1. A First Aid room and equipment. Access to this room is for Centre staff only unless Centre staff attending to a patient has given specific permission.
- 2. First Aid services for an accident within a reasonable response time. (Once an appropriately qualified member of the Centre's staff has arrived at an accident, the member of staff will be primarily responsible for provision of first aid services).

All Hirers are to advise in writing to the Bookings Office of any participants with any medical conditions e.g. allergies, asthma, epilepsy, physical disability.

A child under the age of 10 years must be accompanied by a parent/carer or responsible adult when receiving First Aid.

CATERING

The kiosk has sole catering rights to the Warringah Aquatic Centre and no sale or distribution of food can occur without the prior approval of the Centre Manager.

Exemptions are:

- a. Individuals or families bringing food or beverages into the Centre for their own consumption.
- b. Carnival/Special Events officials catering for themselves only.
- c. School teachers attending school carnivals catering for themselves.

INSURANCE

The hirer must effect and maintain, with an insurer acceptable to Council, public liability insurance for not less than \$20,000,000, in respect of any single event, or such lesser amount as approved by Council in writing. A copy of the current policy is to be lodged with this application.

Not more than 24 hours after the hirer becomes aware of any event which may give rise to an insurance claim against, or which might affect rights under, the hirer's public liability insurance policy, the hirer must:

- a. notify Council in writing of the claim; and
- b. give Council any further information regarding the claim as Council may require.

Note "Casual and regular hirers who are NOT sporting bodies, clubs, associations, corporations, or incorporated bodies hiring the Council facility for commercial or profit making purposes, MAY be covered by Council's Casual and Regular Hirers' Liability Scheme".

UNFORESEEN CIRCUMSTANCES

The Centre reserves the right to alter or cancel bookings at short notice due to late bookings for major events or other unforeseen circumstances. Should this occur, every effort will be made to accommodate your booking at an agreed time.

FEES AND CHARGES

- 1. Centre fees are set annually by Northern Beaches Council and normally apply from 1 July to 30 June the following year. Fees and charges applied to a booking will be those current at the time the usage occurs and therefore may vary from those quoted previously.
- 2. Due to the busy nature of the Centre, it is important that bookings finish on time. If the booking runs over the allocated booking time without prior permission from the administration office or the shift manager on duty at the time, the full hourly fee applies to each hour or part thereof in excess.
- 3. All cancellations or alterations to bookings must be made in writing. These must be submitted to the Bookings Office. Telephone cancellations or alterations will not be accepted. Cancellation/alterations must be signed by the person who made the original request, and will not be deemed effective until received by the Bookings Office. All requests are subject to management approval and may incur a fee.
- 4. For any alterations and cancellations to bookings we require seven (7) days written notice.
- 5. The Hirers Confirmation will indicate the method of payment required, whether it be full payment on arrival to each session, partial payment or payment on invoice.

FUTURE BOOKING APPLICATIONS

Failure to comply with these terms and conditions may affect future applications for bookings.

EMERGENCY PROCEDURES

In the event of an emergency, please follow the instructions of the appointed Wardens (Also refer to Part 10: Emergency Action Plan).

Part 9: Hirers declaration

Organisation/school name			
Name of representative(s) who will be personally present and in charge of the group (must be minimum of 18 years of age)			
Mobile		Alternative phone	
Email			
If any information provided changes prior to the booking, it is the responsibility of the hirer to inform the Centre.			
I have read and accept the Facility Booking Terms & Conditions			
Signed			
Print name		Date	

Emergency Action Plan

Warringah Aquatic Centre

Report	Evacuation
<p>If you see a fire/emergency</p> <ul style="list-style-type: none">• Call triple '000' if outside of hours.• Notify WAC lifeguard staff.	<ul style="list-style-type: none">• If safe, shut down processes and/or equipment.• Follow the instructions of WAC staff. Escort visitors if required.• Be ready to evacuate using nearest safe exit.• Leave now, escorting visitors and people with disabilities.• Proceed calmly to the evacuation assembly area as directed.

