

## MAURIE KJAR AQUATICS CENTRE BOOKING APPLICATION

**Please Note:** The Maurie Kjar Aquatics Centre is Smoke/Vape and Alcohol Free. We ask users of this facility to respect this policy for the enjoyment of all.

**Please complete this form and return to Kawerau District Council – in person or by email to [kaweraudc@kaweraudc.govt.nz](mailto:kaweraudc@kaweraudc.govt.nz).**

**For more information visit our website <https://www.kaweraudc.govt.nz>, phone 07 306 9009 or contact us via the above email.**

### Contact Details

Main Contact Person:

Postal Address:

City:

Postcode:

Cellphone/Phone:

Email:

Secondary Contact Person (if applicable):

Cellphone/Phone:

Email:

### Hire Details

Name of Event (if applicable):

Date of Event:

Start time:

End time:

### Event Type

School Swimming ☐

Private Party ☐

Sports Event ☐

Details of event: \_\_\_\_\_

### Amusement Devices

Provide details of any devices, as the hirer, that you will provide and are requesting permission to operate on the premises. **Bouncy castles are not permitted at the Maurie Kjar Aquatics Centre.**

Device/s:

**Complete only for business hour hires**

| <b>HIRE REQUEST - BUSINESS HOURS ONLY</b>      |  |
|------------------------------------------------|--|
| BBQ Hire – Small (portable)<br>Up to 15 people |  |
| BBQ Hire – Large (fixed)<br>Up to 50 people    |  |

| <b>Approximate number attending</b> |        |
|-------------------------------------|--------|
| Children                            | Adults |
|                                     |        |

**Complete only for after hour hires**

**All provisions must be met for approval to hire the Maurie Kjar Aquatics Centre after hours.**

| <b>HIRE REQUEST - AFTER HOURS HIRE ONLY</b>                                     |
|---------------------------------------------------------------------------------|
| Private Hire Pool Facility<br>Includes full use of facilities including the BBQ |

| <b>Approximate number attending</b> |                   |                   |
|-------------------------------------|-------------------|-------------------|
| Children Under 5                    | Children under 14 | Adults/Spectators |
|                                     |                   |                   |

Please Note: Ratio of 1 adult to 4 children under 14 must be maintained

| <b>Pool Guards</b>                                                                            |
|-----------------------------------------------------------------------------------------------|
| For every 20 people attending, 1 pool guard is to be assigned to actively supervise the pools |
| Name:                                                                                         |
| Name:                                                                                         |
| Name:                                                                                         |
| Name:                                                                                         |
| Name:                                                                                         |

| <b>First Aid Certificate</b>                                                   |                   |
|--------------------------------------------------------------------------------|-------------------|
| One person attending must hold a first aid certificate – please provide a copy |                   |
| Name:                                                                          |                   |
| Certificate Date:                                                              | Sighted by Staff: |

| <b>First Aid Kit</b>                                               |
|--------------------------------------------------------------------|
| One first aid kit must be provided, please advise who will provide |
| Name:                                                              |

| <b>Health and Safety Management Plan</b>                                                                                                                                                                                 |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| As an event organiser, you are responsible for planning and managing risks at your event by taking all reasonably practicable steps to deliver a healthy and safe environment, and therefore enjoyable event experience. |  |
| A Health and Safety Management Plan must be attached. We have attached a template if required                                                                                                                            |  |
| Plan Attached                                                                                                                                                                                                            |  |

**PLEASE READ THE PRIVACY STATEMENT BELOW AND CONDITIONS OF HIRE ATTACHED**

**TICK THE BOX AND THEN SIGN BELOW**

**Privacy Statement**

*The information provided when booking or using a Council venue will be used to correctly identify and to contact the person or organisation responsible for booking the venue. It may also be released to an external agency for the purposes of maintaining an 'Events Calendar' for Kawerau. Kawerau District Council customer services staff also have access to this information.*

*Under the Privacy Act 2020, you have a right of access to personal information about you held by the Kawerau District Council and you are also entitled to request information about you to be corrected.*

**I confirm that I have read and understand the attached Conditions of Hire and the above Privacy Statement and consent to its use in the matter outlined in the Privacy Statement.**

**I accept that the Kawerau District Council is not responsible for injury or claims to persons or property, arising from our hire of the Maurie Kjar Aquatics Centre.**

***I have read the Privacy Statement***

☐

***I have read and agreed to adhere to the Terms and Conditions of Hire***

☐

\_\_\_\_\_  
**Signature of Hirer**

\_\_\_\_\_  
**Date**

**Disclaimer: This is not confirmation of your booking. All bookings, once approved, will be confirmed by either phone, email or letter and will include confirmation of the cost.**

| OFFICE USE ONLY                                                                                     |                                      |          |
|-----------------------------------------------------------------------------------------------------|--------------------------------------|----------|
| Date Received:                                                                                      | Bond Form Completed: Yes / No / Held |          |
| Date Confirmed/Acknowledgement Sent:                                                                | Calendar Booked:                     | Yes / No |
| Service Requests & Copies to: DS, EM, ECO, PRM, First Security, Facility Custodian, Pools, MCO, BCO |                                      | Yes / No |

**KAWERAU DISTRICT COUNCIL, PRIVATE BAG 1004, KAWERAU 3169**

**TELEPHONE: (07) 306 9009**

[www.kaweraudc.govt.nz](http://www.kaweraudc.govt.nz)

**Please note: Access to the pool complex is by Duty Supervisor or After Hour Security, you will not be provided a key. On the day they will wait for 15 minutes after the arranged private hire time. If the hirer does not arrive within this timeframe, they will activate the security alarm. If the hirer later activates the security alarm, they may incur the call out fee.**



## Kawerau District Council Terms and Conditions of Hire

### 1. Use of Premises

- 1.1 Alcohol, Smoking, Vaping and Glass are not permitted at the venue.
- 1.2 The Council reserves the right of access to the pool complex during the period of hire.
- 1.3 All pool rules must be followed. (Rules attached)
- 1.4 The Hirer must provide a Health and Safety Management Plan and comply with all safety requirements.
- 1.5 The Hirer may not enter the pool complex until the booked time and all users must vacate the facility at the completion of the booked period. The booking period includes set up and cleaning.
- 1.6 No loud noises such as bands, stereos or amplified sound are permitted and may result in the early closure of your function.
- 1.7 Spa will not have jets and bubbles operating.
- 1.8 Subletting is NOT Permitted.
- 1.9 BBQ operating procedures are located on wall in the area. Only cooking oil to be used and NO fish to be cooked on the BBQ unless wrapped in foil.
- 1.10 No dogs or bikes are permitted in the swimming pool complex.
- 1.11 No bouncy castles are permitted during a private hire or BBQ hire.

### 2. Cleaning of Facility

- 2.1 Hirer is responsible for the general tidying and cleaning of the pool complex to be completed within the booking times. Brooms are available for sweeping the BBQ area. A hose is available for all other areas if required (Do not use hose in BBQ area).
- 2.2 BBQ gas is to be turned off and cleaned with equipment provided. Make sure you clean top and bottom drip trays. (Break-up is in bucket, do not dilute with water)
- 2.3 Ensure all your items/equipment/food are removed.
- 2.4 All rubbish is to be place in the wheelie bins provided.
- 2.5 Check toilets are clean before leaving.
- 2.6 Addition cleaning required by Council will incur a deduction from the bond.

### 3. Departure

- 3.1 Turn off lights in changing room areas, all other lights are automatic.
- 3.2 Departure after booking times may result in additional charges.

### 4. Loss or Damages to Pool Complex

- 4.1 Any damage to the pool complex, or loss of contents, must be reported the next business day.
- 4.2 The hirer of the pool complex and all associated equipment (eg. BBQ) shall be responsible for any loss or damage.
- 4.3 Council reserves the right to take any action necessary to recover or make good at the hirers expense, any loss or damage incurred from the negligent use of the pool complex.
- 4.3 The Council accepts no responsibility for loss or damage to any property which may be brought to the pool complex, whether in or outside the pool complex, and does not provide any insurance cover for such property, including property left secured in any storage facility which may be provided.

### 5. Breach of Conditions

- 5.1 Any breach of these conditions may result in the closure of your function, additional charges being incurred and/or refusal to accept future bookings.
- 5.2 Pursuant to General Bylaw: Part 13 – Leisure and Recreation Venues 2010, any member of Council staff may require any person to leave the pool complex who:
  - (a) Is not using the venue for the purpose for which it is intended, or
  - (b) Behaves in a disorderly manner, or
  - (c) Contravenes any rule applying to that venueThe refusal on the part of the person to leave as instructed would constitute an offence against this bylaw. If required to leave the pool complex, that person may be excluded from that venue for a period of time.

### 6. Right of Refusal to Hire

- 6.1 The Council may, at its discretion, refuse any application for hire and may cancel any booking without assigning a reason (in which case all monies paid will be returned in full).

### 7. Personal Injury or Claims

- 7.1 The use of the venue is at the hirer's risk. Council shall not be liable for personal injury or claim.

## Kawerau District Council Pool Rules

# POOL RULES

**BY ENTERING THIS FACILITY YOU MUST FOLLOW THESE RULES  
& ANY INSTRUCTIONS FROM FACILITY STAFF**



- Approval needed from staff before taking **video or photos**.
- Pools may be **closed** at any time for safety reasons.
- Vacate pools **30 minutes before** closing time.
- **Mobility facilities** are for those who genuinely require them.
- **Chlorine resistant** swimwear is recommended.
- Do not enter any pool for at least **14 days after** having Diarrhoea
- Regular water intake is strongly recommended due to pool temperatures.

### STAFF

Reserve the right to refuse entry or to ask you to leave at any time.

# ACTIVELY SUPERVISE UNDER 8s AT ALL TIMES



## SUPERVISION RULES

### under 5s

caregiver **16+** must be in  
the pool within **arm's reach**

if supervision is by a  
non-swimming adult child can  
only swim in toddler's pool

### 5-8 years

caregiver **16+** must  
have **visual contact**  
and be able to provide  
immediate assistance

## POOLS COMPLEX: **BOOKINGS FEES AND CHARGES**

### **Internet / Direct Credit Payments**

If you wish to set up the payment manually, Kawerau District Council's bank account number is: 02-0348-0014307-00.

Occasionally the suffix entered needs to be three digits "000".

When making payments, please include the word "**BBQ**" and one (if possible both) of the following references with the payment:

|                  |                                  |
|------------------|----------------------------------|
| Hirer's Name     | example: Bloggs, Joe             |
| The date of hire | example: 23/09/202 or 23 Sept 22 |

If paying by direct credit payment must be received 1 business day prior to booking.

### **1. BOOKINGS**

- 1.1 Venue bookings can be made at the Council Office, Ranfurly Court, Kawerau (ph. 07 3069009) or by emailing: kaweraudc@kaweraudc.govt.nz
- 1.2 Council may from time to time make rules for the venue relating to any of the following:
  - (a) The control, management and use of the venue and associated property.
  - (b) The hours during which the venue and any specified parts of the venue shall open and the holidays, days and times upon which it will be closed.
  - (c) The fees and charges, payable for entry or use of, the venue.
  - (d) The maintenance of good order and conduct whilst persons are in or at the venue.
  - (e) The operation of the leisure or recreation venue to ensure the safety and health of persons in, on, or in the vicinity of the venue.
  - (f) The closure of a leisure or recreation venue or part thereof or setting aside of part, or all of that venue for the exclusive use of individuals or groups.

### **2. PRIVATE HIRE (after hours)**

All users must pay ***the hireage fee plus a \$300.00 venue bond*** when applying for a booking.

- 2.1 Where advance or tentative bookings are requested, payment of the hire charges and bond must be received within two business days from the booking being made.
- 2.2 If no contact has been received from the hirer, after the two working days, the booking will automatically lapse.
- 2.3 Seasonal allocations are at the discretion of Council and must be in writing.
- 2.4 Subletting is NOT permitted

### 3. PRIVATE HIRE (daytime hours)

All users must pay ***the hireage fee plus a \$300.00 venue bond*** when applying for a booking.

- 3.1 Approval from CEO and Elected members must be sought and gained before booking with the KDC Office.
- 3.2 Where advance or tentative bookings are requested, payment of the hire charges and bond must be received within two business days from the booking being made.
- 3.3 If no contact has been received from the hire, after two working days, the booking will automatically lapse.
- 3.4 There will be **NO** daytime private hires on public holiday days.
- 3.5 Subletting is **NOT** permitted.

Council reserves the right to cancel, transfer or reallocate a booking. This is not done lightly and is usually for maintenance, repairs or an occasion of major importance. Council will make every effort to consult with the hirer.

### 4. FEES AND CHARGES

Current fee charges are available from the Council Office and/or on Council's website <https://www.kaweraudc.govt.nz/documents/fees-and-charges>

- 4.1 A bond is payable when a venue is booked. This will be refunded when the venue is left clean and tidy, free from damage and all the conditions of hire have been met.

### 5. CANCELLATION or NON ATTENDANCE

- 5.1 Booking cancellation must be received ***no later than five working days*** before the hire date. Hirer's will receive a full refund of any monies paid or invoiced.
- 5.2 Hirers who cancel their booking ***less than five working days*** before the hire date will be charged 50% of the cost of hire. If the late cancellation was caused through circumstances beyond the control of the hirer, Council may, at its discretion, refund all, or part of the payment.
- 5.3 If the hirer does not turn up or use the venue, on their hire date, without notice, no refund of hire fees will be available.

## **6. UNPAID MONEY**

No hirer of any venue or associated equipment, who owes any money to Council in connection with that hire, shall be permitted to hire any venue or equipment until all such charges have been paid in full.

### **Deductions from the Bond**

Will be taken for:

- If the hirer activates the alarm after the Duty Supervisor or After Hours Security Service has left, the hirer will incur the call out fee for security.
- Excessive use outside of approved hour (more than 30 minutes).
- Damage or loss from hirer's negligence.
- Non-compliance with conditions of use.
- Additional cleaning/tidying up required by Council

Z:\KDC Taxonomy\Organisation Management\Corporate Services\Forms\Maurie Kjar Aquatics Centre Booking Application.docx