

Considerations for hosting a party or event

We encourage groups to come and enjoy our environment and facilities. We are a community facility and pride ourselves on making our Centre accessible and welcome to everyone in our community.

To make the time as enjoyable as possible for you and your guests there are some considerations for hosting an event our pool.

1. We are unable to book or reserve BBQs and other spaces in our facility and we actively encourage all users to share our facilities as much as practical.
2. We operate a Keep Watch Policy at our Centre and ask that you ensure that you have enough adult supervision to keep the attendees safe in accordance with their age and swimming ability.
3. Note alcohol, smoking, glass and crockery is prohibited in our facility.
4. All people entering the facility must pay the entry fee, no matter whether they are swimming or not.
5. We ask that you notify your guests and our reception about the entry fees and which guests you will be paying for, this could be one of three options:
 - a. Only invitees listed
 - b. Everyone, ie. the invitees, their carers and siblings
 - c. All guests will pay for themselves
6. If you are not paying for everyone attending, we ask that you:
 - a. Clearly notify all party invitees that they will be required to pay pool entry
 - b. Have a responsible adult available at all times on the front Reception during the arrival time to greet guests
7. Note that we often have several parties on in our facility at the same time. We encourage party hosts to greet their guests at reception. However the more information you can provide, the better our team will be able to assist you in welcoming your guests.

For all parties and events, we ask that you fill out our Party and Event Form over the page so that we can help you greet your guests and enable you to pay after they have arrived. You will be asked to leave a form of ID as security deposit.

Party and Event Form

Host contact details

Name			
Phone 1		Phone 2	
Email			

Party details

Date & time			
Celebration for		Occasion	
Payment arrangement	<input type="checkbox"/> I am paying for all guests and their families <input type="checkbox"/> I am paying for strictly the guests listed below <input type="checkbox"/> My guests will pay for themselves (and I have notified them)		

Please list guests (our reception can check them off as they arrive)

GUEST	Standard	Concession	Pensioner	GUEST	Standard	Concession	Pensioner	GUEST	Standard	Concession	Pensioner

**please attach a sheet for additional guests*

- I have read and understood the Considerations for Hosting a Party or Event.
- I acknowledge that I am liable for the pool entry fees for all guests listed above and those who arrive to attend my event

Signed:	Date:
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Office use only

TOTAL:	Paid? Y / N	Signed:
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