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**EVENT REQUEST**

|  |  |  |
| --- | --- | --- |
| **HIRER INFORMATION** | | |
| Booking Name: | | |
| Your Name: | Phone: | Email: |
| Address: | | |
| Suburb: | City: | Post Code: |

|  |  |
| --- | --- |
| Date and Time for a booking request | |
| Start Time: |  |
| Finish Time: |  |
| Date: |  |

Thank you for choosing Hamilton Pools.

The Hamilton Pools will review your request and respond in writing within 7 days.

**The Hamilton Pools Team**

Please email the completed form to our Customer Booking Representative **waterworld.bookings@hcc.govt.nz.**

For the booking to be confirmed you will be required to complete the following:

* A Booking Request form
* A Quotation to be confirmed and signed
* Risk Assessment Management Plan to be completed
* A Contract to be confirmed and signed

**Booking start and finish times**

Please include in your booking request the time for setting up and packing down. If you would like some assistance to work out how much time to allocate, please get in touch with our Customer Bookings Representative – Meadow.

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**Hamilton Pools Event Price List**

|  |  |  |
| --- | --- | --- |
| **EVENT PRICE LIST** | **2024/25 PRICING** | **TICK BOX TO BOOK** |
| 50-meter pool (includes a control room and grandstand) | $245 per hour |  |
| Bulkhead shift – (Moving Bulkhead to make pool 50m) | $125 (one-off price) |  |
| Bulkhead extension – (Adding extensions to the Bulkhead to make the bulkhead wider.) | Regional- $150.00 (includes install & uninstall)  National- $300.00 (includes install & uninstall) |  |
| Dive pool (includes a control room and grandstand) | $120 per hour |  |
| 25m Squad End (includes a control room and grandstand) | $125 per hour |  |
| 25m Lane Hire | $16.00 Per Lane Per Hour |  |
| 50m Lane Hire | $26.00 Per Lane Per Hour |  |
| Dive Pool- Full | $50.50 per Hour |  |
| Dive Pool- Half | $26.00 Per Hour |  |
| Agenda Room (Meeting room + Kitchenette) | $50.00 per Hour |  |
| Parking Warden | $50.00 per Hour |  |
| Security | $50.00 per Hour |  |
| Additional Lifeguard (Min 4hr hire) | $50.00 per Hour |  |
| Out of Operational Hours | $200.00 per Hour |  |

\*Please be aware prices are subject to change. Fees & charges may be adjusted to change during public holidays and out of operational hours.

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**EVENT REQUEST** *(One-off booking e.g., Swim meet etc…)*

Dates Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Times Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Start Time** | **Finish Time** | **50m Pool** | **50m Pool**  **Squad end** | **Dive Pool**  **Half Pool** | **Dive Pool**  **Full Pool** | **Circle how many Lanes are**  **Required** |
| **Monday** |  |  |  |  |  |  | **1 2 3 4 5 6 7 8** |
| **Tuesday** |  |  |  |  |  |  | **1 2 3 4 5 6 7 8** |
| **Wednesday** |  |  |  |  |  |  | **1 2 3 4 5 6 7 8** |
| **Thursday** |  |  |  |  |  |  | **1 2 3 4 5 6 7 8** |
| **Friday** |  |  |  |  |  |  | **1 2 3 4 5 6 7 8** |
| **Saturday** |  |  |  |  |  |  | **1 2 3 4 5 6 7 8** |
| **Sunday** |  |  |  |  |  |  | **1 2 3 4 5 6 7 8** |

|  |  |
| --- | --- |
| Do you want the **Pool Pod** removed? | Y / N |
| Do you require **False Start** Lane ropes? | Y / N |
| Do you require **Side Lane** ropes? | Y / N |

Please include time for set up and pack down of equipment.

Expected number of participants: \_\_\_\_\_\_\_\_\_ Expected number of spectators \_\_\_\_\_\_\_\_\_

Please detail expected number of additional people eg coaches, teachers, officials, team managers etc…

The maximum number of spectators for a 50m pool event is 912.

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**Health and Safety**

**Supervision policy**

* Caregivers must be 16 years or older and should always be with the child.
* Children under 14 years must be accompanied by a caregiver and should be always in the same part of the facility.
* Children under 8 years must be always watched by a caregiver, the caregiver does not have to be in the water but should be close to the child.
* Children under 5 years must be accompanied in the water by a caregiver, 16 years or older, and within arm’s reach always within the facility.

**Smoking, Drugs, and Alcohol**

* Hamilton Pools is a smoke-free area, please leave the facility if you wish to smoke.

(The Smoke-Free Environments Amendments Act 2003.)

* Drugs and alcohol are not permitted at any Hamilton Pools facility.

(Anyone under the influence will be asked to leave the premises.)

**Who is your Designated Health & Safety Warden?**

**Name:**

**Email**

**Contact number:**

**Age:**

* **Please note your health and safety warden must be over the age of 18 years. This person must be attending the entire duration of your booking and complete an induction prior to the commencement of your booking.**

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**Event Layout**

Identify locations for tables and chairs

Dive Pool

Control

Room

Grand-stand Seating

50m Pool

Bulkhead

25m Pool

Agenda Room

Kitchen

The HUB