

HAMILTON POOLS BOOKING REQUEST FORM

Hamilton Pools



Hamilton City Council
Te kaunihera o Kirikiriroa

HIRER INFORMATION

Organisation:		
Your Name:	Phone:	Email:
Organisation's Address:		
Suburb:	City:	Post Code:

Thank you for choosing Hamilton Pools as your venue. Please complete this booking request form. For all bookings requests a minimum of 30 working day notice period is required. The Hamilton Pools Customer Bookings Representative will review your request and respond in writing within 7 days.

The Hamilton Pools Team

Waterworld and Gallagher Aquatic Centre are Hamilton City Council Facilities. Our teams are available to assist you during your booking.

Please email the completed form to waterworld.bookings@hcc.govt.nz If you would like to discuss your request please call **Thinie! 07 8386789**

Once the booking has been confirmed you will be required to complete the following:

- Hire Agreement which outlines all of our terms and conditions. You may need to complete a detailed a Risk Assessment Management Plan - You will need to appoint a Health and Safety warden who will be attending every booking. They will be required to complete an induction with the Customer Bookings Representative before the start date of your booking.

Booking start and finish times

Please include in your booking request 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 - Natasha. It is the responsibility of each booking to complete their own setting up and packing away of their own equipment, seating and tables. Please keep our facilities tidy by placing all rubbish in the bins provided during and after your booking.

An additional fee will apply if the facility is booked outside of the normal operating hours. The additional fee is for every hour or part hour required.

Waterworld

07 958 5860

Garnett Ave, Te Rapa Hamilton

Gallagher Aquatic Centre

07 958 5890

Collins Rd, Melville, Hamilton

Email:

waterworld.bookings@hcc.govt.nz

www.hamiltonpools.co.nz

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The following is available to be booked at Hamilton Pools. (subject to review and change)

WHAT CAN BE BOOKED?	2021 PRICING	PLEASE TICK WHAT YOU ARE REQUESTING TO BOOK?
WATERWORLD		
50 metre pool (includes control room and grandstand)	\$225 per hour	
Bulkhead shift – (Moving Bulkhead to make pool 50m) Waterworld will be responsible for moving the bulkhead, adding the bulkhead extension and providing lifeguards on each pool.	\$100 (one off price)	
Bulkhead extension –8 Adding extensions to Bulkhead for enough room to set up chairs in middle of the pool)	Local- \$100.00 total includes install & uninstall Not Local- \$400.00 total includes install & uninstall	
Dive pool (includes control room and grandstand Competition only)	\$100 per hour	
25 metre pool (includes control room and grandstand)	\$115 per hour	
Additional Hamilton pools staff (large events)	To be Discussed	
25m Lanes Off Peak (9am – 3.00pm)	\$12.00 Per Lane Per Hour	
25m lanes Peak (6am – 9am & 3pm – 8pm)	\$14.00 Per Lane per Hour	
50m Lane Off Peak (9am – 3pm)	\$19.00 Per Lane Per Hour	
50m Lane Peak (6am – 9am & 3pm – 8pm)	\$23.00 Per Hour Per Lane	
Whole Dive Pool	\$45.00 per Hour	
½ Dive Pool	\$23.50 Per Hour	
Agenda Room (kitchen and meeting room)	\$45.00 per hour	
The hub – Meeting & Stretching Room	\$15.00	
Indoor Party Area	\$25 per hour	
Outdoor BBQ	\$15 per BBQ (per hour)	
Rainbow Zone (divided into three zones with picnic tables)	\$20 per zone	
Package 3: 2hr studio & Kitchen hire	\$60.00 (for 2 hours)	
Package 2: 2hr Indoor Party Area 1hr BBQ	\$55.00 (for 2hours)	
Package 1: 2hr Outdoor seating 1hr BBQ	\$50.00 (for 2hours)	
Group booking Hydroslides	\$100 (20 people) \$8.00 each person after	
Parking Warden	\$30.00 per Hour	
Security	\$30.00 Per Day	
Spectator per person per day	\$2 per person	
Outdoor Bouncy Castle – minimum 2 Hours	\$50 per hour (minimum)	

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SCHOOL BOOKINGS	PRICES	
Child entry	\$2.80 per child	
Hydroslides	\$3 per child (up to 30 children for 30 minutes)	
Spectators	\$2 per person	
Teachers	Free	
Lido Pool (seasonal Outdoor Pool)		
Splash Pad / Toddler Pool 5 & Under - Minimum 1 Hour	\$50 per Hour	
Inflatable	\$ 50.00 per Hour (minimum 2 Hours)	
GALLAGHER AQUATIC CENTRE		
Inflatable	\$50.00 Per Hour (minimum 2 Hours)	
BBQ	\$15.00 per Hour Per BBQ	
Table area	\$20.00 Per Hour	

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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Booking Request information

The hirer agrees the costs of repairing or making good any loss or damage (fair wear and tear expected) arising out of an incident relating to the hiring.

Cancellation policy: If a cancellation is received in writing to waterworld.bookings@hcc.govt.nz 30 days prior to the booking date a full refund will be provided. Within 30-14 days of the booking 25% of total booking amount will be retained. Within 13 and 7 days 50% of total booking amount will be retained. Less than 7 days of the booking no refund will be given.

** Please be aware prices are subject to change. Fees & charges may be applicable for public holidays, event management staff.

- Additional fees may apply when the following criteria is not met:
- Extra cleaning is required.
- Rubbish is left either inside and/or outside the facility.
- Any other breach of these conditions has occurred, resulting in call out charges or other costs to Hamilton Pools.

Health and Safety & Risk Management

We would require a full risk assessment forms from you 15 days prior to your event.

Drugs and alcohol are not permitted at any Hamilton Pools facility. Management reserves the right to refuse entry to anyone considered to be under the influence of drugs or intoxicated by alcohol.

The possession or distribution of drugs or alcohol is not permitted at any Hamilton Pools facility and management reserves the right to remove anyone considered to be engaged in this activity.

Smoking at any Hamilton Pools facility is not permitted, as per the Smoke Free Environments Amendments Act 2003.

The maximum number of people admitted to any function in the facility is at the discretion of the management. Management will indicate an appropriate number of people for an event, depending on which part of the facility is booked. Maximum number of spectators for a pool event is 900

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REGULAR BOOKINGS *(For ongoing bookings requesting regular training times)*

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Dates Requested:

Starting Date _____

End Date _____

N.B. When indicating times, please ensure you 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...

	Start Time	Finish Time	Dive Pool ½ Pool	Dive Pool Whole Pool	How many Lanes are Required (Please Circle)
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

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EVENT REQUEST (One off booking eg Swim meet, school booking etc...)

Dates Requested: _____

Times Requested _____

	Start Time	Finish Time	50m Pool Squad end	50m Pool Whole Pool	Dive Pool ½ Pool	Dive Pool Whole 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

Pool pod removed	Y / N
False start ropes	Y / N
Side lane ropes	Y / N

Equipment available included in your event hire

WATERWORLD	INFORMATION
Indoor Tables	7 in total
Indoor Chairs	125 in total
Tv Agenda Room	This tv can be used to plug your laptop into for meetings. (see reception for remote)

N.B. When indicating times, please ensure you include time for set up and pack down of equipment. Refer to start and finish times on the first page of this booking request form.

Expected number of participants: _____ Expected number of spectators _____

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

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Event Layout

Identify locations for tables and chairs

