

Swim Centres Booking Application Form



Please note the Alexandra Pool and the Cromwell Pool are smoke/vapefree. We ask that users of the facility respect this policy for the enjoyment of all.

PLEASE note that dogs are prohibited from the Alexandra Pool and the Cromwell Pool as per the Central Otago District Council's Dog Control Policy. Event organisers are expected to respect this policy.



Note: A Health and Safety plan needs to be submitted with your booking form, which must include protocols for Covid-19.

To book an event/lane space at one of our swim centres, please complete the form below.

Bookings are necessary to avoid double bookings and to give Council adequate time to meet your requirements.

Please email your booking to:

molyneuxaquaticcentre@codc.govt.nz for bookings at the Alexandra Pool

Cromwellswimcentre@codc.govt.nz for bookings at the Cromwell Pool

Pool booking is for: Alexandra Pool Cromwell Pool

Name: _____

Business/Club: _____

Type of Event: _____

Birthday Party Commercial Triathlon Kayak polo Swimming Sports

Carnival Fundraiser Private Swim Schools Schools

Details of Event: _____

Number of People: _____ Approximately

Note: Current fees and charges for the hire of swim centres can be viewed online at

[Fees and Charges - Central Otago District Council \(codc.govt.nz\)](#) (Pages 18-21)

Charges are advised prior to confirming any booking.

Billing Address: _____

Post code: _____

Business phone: _____ Mobile: _____

Home: _____ Email: _____

Back-up Person: _____ Mobile: _____

Start Date: _____ **End Date:** _____

Postponement Date: _____ **Start Time:** _____ **End Time:** _____

Day of the Week: _____ **Start Time:** _____ **End Time:** _____

Day of the Week: _____ **Start Time:** _____ **End Time:** _____

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Cancellation Policy:

Please advise immediately if you are cancelling any of your bookings.

Should the hirer cancel or postpone their lane space/pool bookings with less than 24 hours' notice, they shall be charged for 50% of their fee. When more than one weeks' notice is given they shall be entitled to a full refund.

Please email: for bookings at the Alexandra Pool or for bookings at the Cromwell Pool.

Special Requirements Note:

For events requiring any of the following, you may be asked to discuss your requirements with Council prior to booking. Permission will be subject to written approval and may incur additional costs.

Birthday Party bookings we require the following information:

Age of the Children: _____ **how many children attending:** _____

Parents in the water Yes No

NOTE:

CHILDREN UNDER 5: Must be accompanied in the water and within arm's reach of a caregiver aged 16 or over at all times.

CHILDREN UNDER 8: Must be actively supervised by a caregiver aged 16 or over at all times.

ACTIVELY SUPERVISED: means watching your children at all times and being the first person to assist your child should they need help

Kitchen Hire Commercial Activities Meeting Room Hire (Cromwell Pool)

Therapeutic Pool/Learners Pool (number of lanes required) _____

Lane pool (number of lanes required) _____

Spa Pool – (18+) from _____ to _____ time

Activity requiring sound systems

Disruption to parking and traffic – or requiring Traffic Management Plan

Other _____

CODC thank you for booking to use pool space at our swim centres and trust the event is a success and all participants enjoy the facility.

Please note the Alexandra Pool and the Cromwell Pool are smokefree/Vapefree. We ask that users of the facility respect this policy for the enjoyment of all.



Note: The Event Organiser shall ensure they have read and agree to the 'Terms and Conditions' for the use of the Swim Centre.

Pool hire charge \$ _____ Paid after swim centre checks

Special Requirements \$ _____

\$ _____

Bond \$ _____

Amount Due \$ _____

Total Office Use Only:

Cost of Hire: \$ _____ Date Booking Confirmed: _____

Invoice Number: _____ Staff Signature: _____ Debtor No: _____

Terms and Conditions of Hire

I agree to abide by the terms and conditions of hire

The Customer agrees that where the Central Otago District Council (“the Council”) supplies the Customer with goods and/or services, the following terms and conditions will apply:

- The Terms and Conditions of Payment (if applicable)
- The Terms and Conditions for use of pool space
- Any additional Terms and Conditions agreed in writing between the Council and the Customer.
- Equipment – e.g. inflatables/lane ropes/bbq to be supplied by Swim Centre and customer must adhere to the swim centre rules for use.
- Lead in notice for sports groups/schools and events
 - Event – 2 weeks (depending on scale)
 - Triathlon/Swimming sports/Swimming carnival – 4 weeks
 - Private and Council run Swim Schools – before the end of the previous term

Terms and Conditions for Supply of Swim Centre space

1. Where the Council provides the Customer with the use of the swim centre the Customer shall not use any of the swim centre for any other purpose other than agreed to by the Council.
2. The customer shall remove any rubbish created and keep area in a tidy condition.
3. The Customer shall give the swim centre lifeguards notice of any incident/accident that occurs while the event at the swim centre is underway or notice any defect.
4. The customer shall not use any of the swim centre area in a noisome, noxious, illegal or offensive way or allow anything or any act to be done on or in any area that causes a nuisance or disturbance.
5. Dogs are prohibited from all swim centre areas, unless it is an organised Doggy Splash event at Molyneux Aquatic centre which is held once a year. Owners are responsible for cleaning up after their dogs.

Health and Safety for Pool Events

- Lifeguard instruction must be obeyed at all times.
- CODC pool rules must be followed at all times.

Name: _____ Position/Organisation: _____

Signed: _____ Date: _____

Confirmed: _____ Council representative Date: _____