



Aquatic Facilities – External Provider Application

Aquatic Facility External Provider Requirements	Please note: All external providers are required to apply and have their application approved before they can use the facility. Once approved, each external provider will have an individual profile created and be given an external provider card that must present each time when attending the facility. Please note fees will apply for additional cards if lost.		
Required Documents Checklist:	☐ Current copy of organisations liability insurance policy (\$20 Million dollars) ☐ Copy of Senior First Aid certificate for each provider using the facility ☐ Copy of each provider's professional qualification/s ☐ WWC – Child Protection Certification		
Applicant Details:			
Title:	☐ Mr ☐ Ms ☐ Miss ☐ Other (please specify)		
First n		Surname:	
Email:			
Mobile:		Phone:	
External Providers Company Name:		ABN:	
Street address:			
Suburb:			
Post Code:			

Terms & Conditions of Payment

Provider payment:

- Payment by both external provider and client must be made at reception prior to entry.
- External provider must pay the full casual entry gym rate per client when using the gym or studios.
- External provider must pay the full casual entry pool rate per client when using the pool.
- **A separate entry must be paid with each client.**
- External provider who is also a IWC Aquatics Member – Must pay the full casual entry gym rate when using the gym, studios, or pool (They cannot use their membership to gain entry for commercial purposes).
- Private pool lane bookings are available but must be requested, approved, and lane hire paid for in advance.
- Maximum of two clients are permitted at one time.

Client payment:

- Non-members – Special entry gym price must be paid if using the gym.
- Non-members – Pool entry price must be paid if using the pool in a shared lane capacity.
- IWC Aquatics Members – may use the facilities as per their membership at no extra cost.

Please refer to [IWC Aquatics website](#) for pricing details.

Conditions of Entry

1. Management reserves the right to refuse entry to any person at any time or to remove persons guilty of disruptive or disorderly conduct – including, but not limited to; verbally or physically threatening staff or other persons; swearing aloud; and gaining unauthorised and/or wrongful access.
2. External providers must obey all reasonable requests by Centre staff.
3. Each external provider expressly acknowledges and agrees that when using the facilities that they do so at his or her own risk, such that each such person RELEASES AND DISCHARGES Inner West Council Aquatic Facilities, its management, staff and contractors from all liability for loss, damage or injury which may be sustained.
4. No person entering Inner West Council Aquatic Facilities shall carry out any form of commercial and/or business activity outside of that already approved within the terms of consent issued by Management.
5. A parent or guardian must accompany and remain with children under the age of ten (10) years when being treated.

Emergency Action Plan

In the event of an emergency, the Duty Manager on site will become the Chief Warden. All staff and patrons, including the External Provider, will be given directions by the Chief Warden. Directions, which may be given over the PA system, may include the evacuation of the Centre to the Emergency Assembly Point. A site plan is attached to this Agreement. The External Provider must familiarise themselves with the layout of the Centre and the available emergency exits.



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First Aid

Inner West Aquatics Staff shall provide First Aid services as a part of the external users agreement during normal operations. IMPORTANT – Any incidents on site requiring first Aid, in the first instance must be reported to Lifeguards on duty who will take control of the situation. Should an ambulance be required – they will be contacted by Inner West Aquatics staff.

Prohibited Items

Alcohol & Drugs: NO Alcohol or drugs are to be brought into any part of any Inner West Aquatics Facilities
Exception: prescription medicines for people who may be affected by an illness or injury, NO drug is to be brought into any part of Inner West Aquatics Facilities.

Responsibility & Care

External providers are not to hinder or interfere with members or public when using the pools or gym.
Each external provider is ACCOUNTABLE for the behaviour and safety of their clients.

Antisocial Behaviour

All external providers and their client must behave in a manner that is safe and respectful for the enjoyment and safety of other patrons using the Centre.
Any behaviour which is considered offensive, inappropriate or interferes with the enjoyment of other patrons within the Centre will be acted upon and may result in the patron being evicted and/or banned from the Centre.

Insurance

All hirers of Inner West Council venues must have Public Liability Insurance through their own resources and a copy of such current policy supplied to Council indicating a minimum cover of \$20 million dollars. Such insurance covers legal liability for negligent act/s occasioned by the external provider, which causes personal injury and/or property damage to third parties.

Privacy statement

This form contains personal information of a person/s making an application to Inner West Council. The requested information assists Council staff to respond to the applicant/s. The supply of information is voluntary. If you do not provide the requested information, Council may not be able to respond to / progress your application. The information will be retained in Council's record keeping system. Information held by Council is not made publicly available unless there is an overriding public interest to do so under the Government Information (Public Access) Act 2009 (GIPA Act) and in accordance with section 18(1)(b) of the NSW Privacy and Personal Information Protection Act 1998. For more information about your privacy please contact Inner West Council on (02) 9392 5000 and ask to speak with the Privacy Officer. Alternatively, you may email Council at council@innerwest.nsw.gov.au or write to us at P.O. Box 14, Petersham, NSW 2049.

Booking Acceptance

I certify that I have read and understood the conditions of use relating to the use of Inner West Aquatics Facilities, and that the information provided on this form is correct to the best of my knowledge.

Organisation or Company Name:(Print Name of Organisation)

Applicant's Name: (Print Name of Applicant)

Signature:(Signature of Applicant) Date:

Documentation Return

Leichhardt Park and Dawn Fraser Baths – lpac.enquiries@innerwest.nsw.gov.au

Annette Kellerman Aquatic Centre and Fanny Durack Aquatic Centre – akac.enquiries@innerwest.nsw.gov.au

Ashfield Aquatic Centre – aac.enquiries@innerwest.nsw.gov.au

Office Use

Has all documentation been completed and a copy of the Public Liability insurance been provided Y/N

Has the booking been entered in the Pool Booking System Y/N

Has a Customer Summary Sheet been created for this customer Y/N

Bookings OfficerSignature..... Date: