



# WARWICK INDOOR RECREATION & AQUATIC CENTRE

PH (07) 4661 7955 Fax (07) 4661 7950  
Cnr Albert & Palmerin Streets, WARWICK Qld 4370

Southern Downs  
REGIONAL COUNCIL

## BOOKING REQUEST FORM

### SPORTS HALL

COURT 1:  Basketball  Netball  Futsal  Volleyball  Badminton  Other \_\_\_\_\_

COURT 2:  Basketball  Netball  Futsal  Volleyball  Table Tennis  Other \_\_\_\_\_

BEACH VOLLYBALL:

FUNCTIONS:  1 Court  2 Courts Other Requirements: \_\_\_\_\_

ROCKWALL:  NUMBERS: \_\_\_\_\_  NO. OF INSTRUCTOR(S) REQUIRED \_\_\_\_\_

### SCHOOL GROUPS

GYM  COURTS  GROUP EXERCISE (TYPE) \_\_\_\_\_ NUMBER OF PEOPLE: \_\_\_\_\_

### AQUATIC HALL

LANE HIRE (PLEASE TICK THE NUMBER OF LANES)  1  2  3  4  5  6  7  8  9  10

SWIM CARNIVALS:  School ½ Day  School Full Day  Aquatic Hall Daily

### SWIM SCHOOL

SCHOOL SWIMMING WITH INSTRUCTOR: NUMBER OF PEOPLE: \_\_\_\_\_ AVG AGE: \_\_\_\_\_

SCHOOL SWIMMING WITHOUT INSTRUCTOR: NUMBER OF PEOPLE: \_\_\_\_\_ AVG AGE: \_\_\_\_\_

GROUP SWIM:  LIFEGUARD REQUIRED:  YES  NO NUMBER OF PEOPLE: \_\_\_\_\_

### HYDROTHERAPY POOL

EXCLUSIVE BOOKING:  IF NOT TICKED NON-EXCLUSIVE BOOKING WILL BE ASSUMED

DAY(S) REQUESTED:  MON  TUE  WED  THU  FRI  SAT  SUN

DATE(S) REQUESTED: \_\_\_\_\_

ONGOING BOOKING: START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

START TIME: \_\_\_\_\_ FINISH TIME: \_\_\_\_\_

Does your group have Public Liability/Professional Indemnity Insurance?  Yes  No

I understand that this Booking Request Form does not guarantee placement of a booking at WIRAC. By signing this I confirm that I have read and agree to the Terms and Conditions set down by Warwick Indoor Recreation and Aquatic Centre.

Group Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contact Number(s): \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



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## BOOKING TERMS & CONDITIONS

1. All bookings are to be made through the use of a Warwick Indoor Recreation & Aquatic Centre Booking Request Form.
2. Verbal bookings will not be accepted.
3. All bookings are not finalised until the client receives a completed Warwick Indoor Recreation & Aquatic Centre Booking Confirmation Form.
4. A booking will only be confirmed when all resources are checked for availability.
5. All allocation of resources and areas will be allocated at the discretion of Warwick Indoor Recreation & Aquatic Centres staff.
6. It is the responsibility of the client to check in at reception at the commencement and completion of the booking.
7. All clients are aware that the bookings are for the times confirmed. It is the client's responsibility to vacate the affected resource by the time stated on the Booking Confirmation Form. Clients are to be aware that using the resources for a longer period than confirmed, or using extra resources without prior authorisation, **will** incur an extra charge.
8. The Warwick Indoor Recreation & Aquatic Centre reserves the right to alter or cancel bookings even after confirmation without reason or notice for clients to pursue alternate arrangements.
9. Clients who book the facilities are required to abide by the centres rules and regulations and will follow instructions as delivered by centre staff.
10. Clients who have booked the facilities will conduct themselves in a manner that will not endanger the safety of themselves and other users of the centre.
11. Clients are able to cancel a booking without charge if notified over 12 hours prior to the bookings commencement. Clients who notify within 12 hours but over 2 hours prior to commencement will incur a charge of **50%** of full booking fee.
12. Clients who notify the centre within 2 hours of booking commencement or fail to notify the centre of cancellation will incur the **full** booking fee.